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Active Status Code is inconsistent with Aggregate Days Present	Fall: Fatal Spring: Fatal EOY: Fatal	Active Status Code	• The N Active Status Code is used when there will be zero (0) days of membership for the current school year.
			• For example, use N:
			  • in the FALL Collection to identify the corrected W8 records from the EOY Collection.
			  • in the FALL, SPRING or EOY Collections to identify post-high school students returning to take a Standards of Learning test to earn verified credits for a diploma.
			  • in the EOY Collection to identify graduates who completed their senior year at a college or university.
			  • in the EOY Collection to identify a graduate who returned during the current year to take a Standards of Learning Test to earn a verified credit and graduate
			  • in the EOY Collection to identify a summer dropout.
				Active Status Code must be N when Aggregate Days Present is zero or blank.
				
				Students being served in the local or regional jails must be reported with Active Status Code = N.

Active Status Code is inconsistent with Serving School	Fall: Fatal Spring: Fatal EOY: Fatal	Active Status Code	• The Active Status Code must be N when the Serving School is 9997.	Students being served in the local or regional jails must be reported with Active Status Code = N.
Active Status Code must be N when Aggregate Days Present is zero or blank.	Fall: Fatal Spring: Fatal EOY: Fatal	Active Status Code	• The N Active Status Code is used when there will be zero (0) days of membership for the current school year.	

Aggregate Days Present is inconsistent with Grade Level Code, Active Status Code and Summer Dropout Flag	Fall: Fatal Spring: Fatal EOY: Fatal	Active Status Code	• Insure the Aggregate Days Present is the cumulative number of days the student had been present in the school from the beginning of the current school year to the time of the snapshot. • Include only the days present in the regular school term. • Insure the correct Active Status Code is reflected. • Insure the correct Grade Level is reflected.	When the Aggregate Days Present is blank or zero and the Grade Level Code is not PK, JK or PG, then the Active Status Code must be N or Active Status Code must be I and Summer Dropout Flag must be Y.
Entry Code is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• Check the Active Status Code to insure the correct Entry Code.	When the Active Status Code is A or I, the Entry Code is required.
Entry Code is required	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• Check the Active Status Code to insure the correct Entry Code.	When the Active Status Code is A or I, the Entry Code is required.
Entry Date is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• The Entry Date corresponds to the Entry Code. Use the date reflecting the student's first entrance into the Serving School/Center • If the Active Status Code is N, then an Entry Date is optional. • If the Summer Dropout Flag is Y, then an Entry Date is optional. • For FALL, the Entry Date must be on or before October 1st . • For SPRING, the Entry Date must be on or before March 31st. • For EOY, the Entry Date must be on or before the last day of school.	The Entry Date is required when the Active Status Code is A or I. Regardless of the number of times a student withdrawals and re-enters a Serving School/Center, the original Entry Code and Entry Date must be the date that is reported.
Exit/Withdrawal Code is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• If the Active Status Code is I, then an Exit/Withdrawal Code is required. • If the Active Status Code is N, then an Exit/Withdrawal Code is required. • If the Summer Dropout Flag is Y, then an Exit/Withdrawal Code is optional.	The Exit/Withdrawal Code must be blank if the Active Status Code is A. The Exit/Withdrawal Date is required when Active Status Code is I.
Exit/Withdrawal Code is inconsistent with Active Status	Fall: Fatal Spring: Fatal	Active Status Code	• If the Active Status Code is I, then an Exit/Withdrawal Code is required.	The Exit/Withdrawal Code is required when the Active Status Code is I and Summer Dropout Flag is N.

Code and Summer Dropout Flag	EOY: Fatal EIMS: Fatal		• If the Active Status Code is N, then an Exit/Withdrawal Code is required. • If the Summer Dropout Flag is Y, then an Exit/Withdrawal Code is optional.	The Exit/Withdrawal Code must be blank if the Active Status Code is A.
Exit/Withdrawal Code is inconsistent with Active Status Code:	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• If the Active Status Code is I, then an Exit/Withdrawal Code is required. • If the Active Status Code is N, then an Exit/Withdrawal Code is required. • If the Active Status Code is A, then the Exit/Withdrawal must be blank.	The Exit/Withdrawal Code must be blank if the Active Status Code is A.
Grade Level Code is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• If the Grade Level Code is TT the Active Status Code is N	If the Grade Level Code equals TT, then the Active Status Code must be N.
Graduate/Other Completer Code is required	Fall: NA Spring: NA EOY: Warning	Active Status Code	• Graduate/Other Completer Code is required if Grade Code is12 and Retention Flag is N. • Active Status Code must be "A".	Graduate/Other Completer Code is required when Grade Level Code is 12, Retention Flag is N and the Active Status Code is A.
Graduate/Other Completer Code is required when Grade Level Code is 12, Retention Flag is N and the Active Status Code is A.	Fall: NA Spring: NA EOY: Warning	Active Status Code	• Graduate/Other Completer Code is required if Grade Code is12 and Retention Flag is N. • Active Status Flag must be "A".	
If the Grade Level Code Equals TT, then the Active Status Code must be N.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• Check that the accurate Grade Level Code is TT, then the Active Status Code must be N.	
Invalid Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• The only accepted codes are A, I, or N. • A=Active, I=Inactive, N=Not Enrolled	
Invalid Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• Blanks are not permitted. • If the Active Status is "A" and there is an Exit/Withdrawal Code, then the Exit/Withdrawal Date must be after 10/1 for Fall, 3/31 for Spring, or 6/30 for EOY. • Use "I" when a student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date.	The Active Status Code must be A, I or N.

The Active Status Code must be A, I, or N.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• The only accepted codes are A, I, or N. • A=Active, I=Inactive, N=Not Enrolled	
The Exit/Withdrawal Code must be blank if the Active Status Code is A.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• Check that the record is coded correctly for the Active Status Code, of 'A' • Then remove incorrect data from Exit/Withdrawal Code	
Students reported with Serving School 9997 must have an Active Status Code = N	Fall: Fatal Spring: Fatal EOY: Fatal SUM: FATAL	Active Status Code	• Use Active Status Code N to report students being served at the local or regional jails.	
When the Active Status Code is A or I, the Entry Code is required.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• Record must have a valid entry code if the Active Status Code is A or I.	
When the Active Status Code is A or I, the Entry Code is required.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Active Status Code	• Record must have a valid entry code if the Active Status Code is A or I.	
When the Aggregate Days Present is blank or zero and the Grade Level Code is not PK, JK, PG, then the Active Status Code must be N or Active Status Code must be I and Summer Dropout Flag must be Y.	Fall: NA Spring: Fatal EOY: Fatal	Active Status Code	• If Aggregate Days Present is blank: verify Student's Active Status Code is either 'I' or 'N' and Summer Dropout Flag is set to Y. • The Student's Grade Level Code cannot be PK, JK, and PG.	
Advanced Placement Code is inconsistent with Grade Level Code	Fall: Warning Spring: Warning EOY: Fatal	Advanced Placement Code	• Check to make sure the student is in grade level 9, 10, 11, or 12. • Advanced Placement Code must be Blank or 1=Enrolled in AP class, 2=Enrolled in AP and took AP exam, 3=Took AP exam.	If the Advanced Placement Code is listed, then the Grade Level Code must be 09, 10, 11, or 12.
If the Advanced Placement Code is listed, then the Grade Level Code must be 09, 10, 11, or 12	Fall: Warning Spring: Warning EOY: Warning	Advanced Placement Code	• Check to make sure the student is in grade level 9, 10, 11, or 12.	Advanced Placement Code must be Blank or 1=Enrolled in AP class, 2=Enrolled in AP and took AP exam, 3=Took AP exam.

Invalid Advanced Placement Code	Fall: Warning Spring: Warning EOY: Fatal	Advanced Placement Code	• Must be blank or a valid Advanced Placement Code. • An Alert will show if Grade Level Code is not 09, 10, 11 or 12. • This code identifies the student as being enrolled in one or more Advanced Placement courses and/or student had taken the Advanced Placement test.	Must be blank or a state-assigned Advanced Placement Code 1=enrolled in AP class; 2=enrolled in AP and took AP exam; 3=took AP exam
Must be blank or a state-assigned Advanced Placement Code	Fall: Warning Spring: Warning EOY: Fatal	Advanced Placement Code	• Must be blank or a valid Advanced Placement Code. • An Alert will show if Grade Level Code is not 09, 10, 11 or 12. • This code identifies the student as being enrolled in one or more Advanced Placement courses and/or student had taken the Advanced Placement test.	Valid Codes are: Blank or, 1=enrolled in AP class; 2=enrolled in AP and took AP exam; 3=took AP exam
Aggregate Days Present is inconsistent with Grade Level Code, Active Status Code and Summer Dropout Flag	Fall: NA Spring: Fatal EOY: Fatal	Aggregate Days Absent	• Check the Total Number of Days that school was in session for accuracy.	The sum of Aggregate Days Absent and Aggregate Days Present cannot be greater than the Days in Session.
Aggregate Days Absent is greater than the number of days school was in session. Or, the overall attendance is greater than the number of days school is in session.	Fall: Warning Spring: Fatal EOY: Fatal	Aggregate Days Absent	• Make sure this is a whole number less than or equal to the Number of Days School was in Session. • Aggregate Days Absent must be a valid number zero through the value of Days in Session minus one .	
Aggregate Days Absent must be a valid number zero through the value of Days in Session.	Fall: NA Spring: Fatal EOY: Fatal	Aggregate Days Absent	• Must be a whole number less than or equal to Number of Days School was in Session.	
Aggregate Days Absent must be a valid number zero through the value of Days in Session minus one	Fall: Warning Spring: Fatal EOY: Fatal	Aggregate Days Absent	• Include only the days present in the regular school term. • Include only the days absent in the regular school term. • Do not include Summer School in either area.	Aggregate Days Absent must be zero when Aggregate Days Present is zero.
Aggregate Days Absent must be a valid number zero through the value of Days in Session minus one	Fall: Warning Spring: Fatal EOY: Fatal	Aggregate Days Absent	• Include only the days present in the regular school term. • Include only the days absent in the regular school term. • Do not include Summer School in either area.	Aggregate Days Absent must be zero when Aggregate Days Present is zero.

Aggregate Days Absent must be a valid number.	Fall: Fatal Spring: Fatal EOY: Fatal	Aggregate Days Absent	• This must be a valid number.	
Aggregate Days Absent must be zero when Aggregate Days Present is zero.	Fall: Warning Spring: Fatal EOY: Fatal	Aggregate Days Absent	• Include only the days present in the regular school term. • Include only the days absent in the regular school term.	
Invalid Aggregate Days Absent	Fall: Warning Spring: Fatal EOY: Fatal	Aggregate Days Absent	• Make sure this is a whole number less than or equal to Number of Days School was in Session. • Aggregate Days Absent must be a valid number zero through the value of Days in Session minus one .	Aggregate Days Absent is greater than the number of days school was in session. Or, the overall attendance is greater than the number of days school is in session.
The sum of Aggregate Days Absent and Aggregate Days Present cannot be greater than the Days in Session.	Fall: NA Spring: Fatal EOY: Fatal	Aggregate Days Absent	• Make sure this is a whole number less than or equal to Number of Days School was in Session.	

Active Status Code is inconsistent with Aggregate Days Present	Fall: Fatal Spring: Fatal EOY: Fatal	Aggregate Days Present	• The N Active Status Code is used when there will be zero (0) days of membership for the current school year.
			
			• For example, use N:
			  • in the FALL Collection to identify the corrected W8 records from the EOY Collection.
			  • in the FALL, SPRING or EOY Collections to identify post-high school students returning to take a Standards of Learning test to earn verified credits for a diploma.
			  • in the EOY Collection to identify graduates who completed their senior year at a college or university.
			  • in the EOY Collection to identify a graduate who returned during the current year to take a Standards of Learning Test to earn a verified credit and graduate
			  • in the EOY Collection to identify a summer dropout.
				Active Status Code must be N when Aggregate Days Present is zero or blank.

Aggregate Days Absent and	Fall: NA	Aggregate	• Check the Total Number of Days that school	The sum of Aggregate Days Absent and Aggregate Days

Aggregate Days Present is inconsistent	Spring: Fatal EOY: Fatal	Days Present	was in session for accuracy.	Present cannot be greater than the Days in Session.
Aggregate Days Present is inconsistent with Grade Level Code, Active Status Code and Summer Dropout Flag	Fall: NA Spring: NA EOY: Fatal	Aggregate Days Present	• Insure the Aggregate Days Present is the cumulative number of days the student had been present in the school from the beginning of the current school year to the time of the snapshot. • Include only the days present in the regular school term. • Insure the correct Active Status Code is reflected. • Insure the correct Grade Level is reflected.	When the Aggregate Days Present is blank or zero and the Grade Level Code is not PK, JK or PG, then the Active Status Code must be N or Active Status Code must be I and Summer Dropout Flag must be Y.
Aggregate Days Present must be a valid number zero through the value of Days in Session.	Fall: NA Spring: Fatal EOY: Fatal	Aggregate Days Present	• Must be a whole number less than or equa to Number of Days School was in Session.	
Aggregate Days Present must be a valid number.	Fall: Fatal Spring: Fatal EOY: Fatal	Aggregate Days Present	• This must be a valid number.	
Aggregate Days Present reported is greater than the number of days school was in session. Or, the overall attendance is greater than the number of days school is in session.	Fall: NA Spring: Fatal EOY: Fatal	Aggregate Days Present	• Must be a whole number less than or equal to Number of Days School was in Session. • Attendance (Aggregate Days Present plus Aggregate Days Absent) cannot be greater than the Number of Days School was in Session (*120-150 for 3/31 report and *169-195 for the EOY report).	An Alert will show if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form *** The number of days in this report has changed to allow for the possibility of more days being attended due to lost days for weather, etc.**
Invalid Aggregate Days Present:	Fall: NA Spring: Fatal EOY: Fatal	Aggregate Days Present	• Must be a whole number less than or equal to Number of Days School was in Session. • Attendance (Aggregate Days Present plus Aggregate Days Absent) cannot be greater than the Number of Days School was in Session (*120-150 for 3/31 report and *169-195 for the EOY report). • * The number of days in this report has changed to allow for the possibility of more	An Alert will show if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form Aggregate Days Present reported is greater than the number of days school was in session. Or, the overall attendance is greater than the number of days school is in session.

			days being attended due to lost days for weather, etc.	
When the Aggregate Days Present is blank or zero and the Grade Level Code is not PK, JK, PG, then the Active Status Code must be N or Active Status Code must be I and Summer Dropout Flag must be Y.	Fall: NA Spring: Fatal EOY: Fatal	Aggregate Days Present	• If Aggregate Days Present is blank: verify Student's Active Status Code is either 'I' or 'N' and Summer Dropout Flag is set to Y. • The Student's Grade Level Code cannot be PK, JK, and PG.	
All Dates must be in format of mm/dd/yyyy	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Birth Date	• Check that date is in correct format.	
For Regular Education, school-aged students are ages 2 through 19 as of October 1st	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Birth Date	• Carefully check the Date of Birth for accuracy.	
For Special Education, school-aged students are ages 0 through 21 as of August 1st.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Birth Date	• Carefully check the Date of Birth for accuracy.	
For students receiving LEP services, school-aged students are ages 2 through 22 as of August 1st.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Birth Date	• Carefully check the Date of Birth for accuracy.	
GED Program Code is inconsistent with Birth Date	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Birth Date	• If GED Program Code is 1 or 3, the student must be at least 16 years old. • Check to insure the student's date of birth is correct for the student to be at least 16 years old.	Student must be 16 years or older to work toward a GED.
Graduate/Other Completer Code is inconsistent with Birth Date	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Birth Date	• The student must be 16 years old as of October 1 for the fall collection and the last day of school for the EOY collection.	When the Graduate/Other Completer Code is 5, 8 or 9, the student must be 16 years old as of the "as of date" of the report.
Invalid Date Format	Fall: Fatal Spring: Fatal	Birth Date	• Insure the format is mm/dd/yyyy including	All Dates must be in format of mm/dd/yyyy.

	EOY: Fatal SUM: Fatal EIMS: Fatal		slashes.	
Kindergarten Readiness Assessment is inconsistent with Birth date and Grade Level Code	Fall: Fatal Spring: Fatal EOY: NA	Birth Date	• Kindergarten Readiness Assessment Flag is required if Student turns 5 between October 1 and December 31 and the Grade Level Code = KA, KP, KG.	If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code must be KA, KP or KG.
Not within age range for Regular Education	Fall: Warning Spring: Warning EOY: Warning	Birth Date	• Carefully check the Date of Birth for accuracy. • Age must be between 2 and 19.	For Regular Education, school-aged students are ages 2 through 19 as of August 1st.
Not within age range for Special Education	Fall: Warning Spring: Warning EOY: Warning	Birth Date	• Carefully check the Date of Birth for accuracy. • Age must be between 0 and 22.	For Special Education, school-aged students are ages 0 through 21 as of October 1st.
Not within age range for students receiving LEP services	Fall: Warning Spring: Warning EOY: Warning	Birth Date	• Carefully check the Date of Birth for accuracy. • Carefully check the LEP Status Code for accuracy. • Age must be between 2 and 22 if receiving LEP Services.	For students receiving LEP services, school-aged students are ages 2 through 22 as of August 1st.
Student must be 16 years or older to work toward a GED.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Birth Date	• If GED Program Code is 1 or 3, the student must be at least 16 years old. • Check to insure the student's date of birth is correct for the student to be at least 16 years old.	
The Birth Date must be prior or equal to April 1st of the current school year.	Fall: Fatal Spring: Fatal EOY: NA	Birth Date	• Carefully check the Date of Birth for accuracy.	
Country of Birth Code is inconsistent with Immigrant and Youth Status Flag	Fall: Fatal Spring: Warning EOY: Warning	Country of Birth Code	• An immigrant youth is identified as between the ages of 3 and 21, were not born in any State, have not been attending one or more schools in any one or more States for more than 3 full academic years.	The Country of Birth Code is required if the Immigrant and Youth Status Flag is Y.
Immigrant and Youth Status may be incorrect	Fall: Warning Spring: NA	Country of Birth Code	• If this warning helped identify any students in Kindergarten, first or second grade that	When the Grade Level Code is KG, KA, KP, T1, 1 or 2, and there is a Country of Birth Code, the student MAY be an

	EOY: NA		are immigrants, students in other grades should be double-checked as well.	immigrant. **Not all foreign-born students are immigrants. This warning is given only to help verify the accuracy of the data.**
Invalid Country of Birth Code	Fall: Fatal Spring: Warning EOY: Warning	Country of Birth Code	• Blank OR valid country code. • If Country of Birth is 2310 (United States), leave blank.	The Country of Birth Code must be blank or a valid Country Code. Refer to the list of valid Country Codes at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
The Country of Birth Code is required if the Immigrant and Youth Status Flag is Y.	Fall: Fatal Spring: Warning EOY: Warning	Country of Birth Code	• An immigrant youth is identified as between the ages of 3 and 21, were not born in any State, have not been attending one or more schools in any one or more States for more than 3 full academic years.	
The Country of Birth Code must be blank or a valid Country Code.	Fall: Fatal Spring: Warning EOY: Warning	Country of Birth Code	• If not blank, check to make sure it is a valid County Code.	Refer to the list of valid Country Codes at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
CTE Career Family Code is inconsistent with Grade Level Code	Fall: Warning Spring: Fatal EOY: Warning	CTE Career Family Code	• Review the data inserted in the Grade Level Codes to insure accuracy • Remember that only grades 7 thru 12 are coded as CTE Career Family	When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Career Family Code must be blank.

CTE Career Family Code is required	Fall: Warning
	Spring: Fatal
	EOY: Warning
		CTE Career Family Code	• CTE Career Family Code is required when the CTE Special Populations Code is:
			    1 = Single Parent
			    2 = Displaced Homemaker
			    3 = Non-traditional Career Preparation
			    12 = Single Parent and Displaced Homemaker
			    13 = Single Parent and Non-Traditional Career Preparation
			    23 = Displace Homemaker and Non-
				The other CTE Special Populations, Disadvantaged, Disabled, and Limited English Proficiency, are collected in other elements in the Student Record Collection.
				
				The CTE Career Family Code is required when CTE Special Populations Code is not blank.

			Traditional Career Preparation or; 123 = Single Parent, Displaced Homemaker and Non-Traditional Career Preparation	
Invalid CTE Career Family Code:	Fall: Warning Spring: Fatal EOY: Warning	CTE Career Family Code	• Must be blank or a state-assigned CTE Career Family Code. • The CTE Career Family Codes can be found at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html • Required if CTE Special Populations Code is not blank. • Must be blank if the Grade Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5, or 6.	The CTE Career Family manual can be found at: http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/manual.pdf
Must be blank or a state-assigned CTE Career Family Code	Fall: Warning Spring: Fatal EOY: Warning	CTE Career Family Code	• Must be a valid CTE Family Career Code or left blank	
When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Career Family Code must be blank.	Fall: Warning Spring: Fatal EOY: Warning	CTE Career Family Code	• CTE Special Populations Code only applies to those students in grades 7 thru 12.	
CTE Finisher Code is inconsistent with Grade Level Code.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	CTE Finisher Code	• CTE Finisher Code only applies to those students in 7th grade or higher. • Check that the students are correctly shown in their respective grades.	When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Finisher Code must be blank. The CTE Code is required when the Grade Level Code is 7, 8, 9, 10, 11, and 12.
CTE Finisher Code is required	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	CTE Finisher Code	• Check Grade Level for accuracy of students grade. • CTE Finisher Code is required for those students in 7th thru 12th grade.	The CTE Finisher Code is required when Grade Level Code is 7, 8, 9, 10, 11 or 12.
Invalid CTE Finisher Code	Fall: Warning Spring: Warning EOY: Fatal	CTE Finisher Code	• Insure the correct CTE Finisher Code is reported. 1= finished CTE requirements for	Must be blank or a state-assigned CTE Finisher Code. Must be NULL (leave blank) if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6

	SUM: Fatal		completion 2= finished CTE requirements for completion of a Tech Prep program 3= took at least one state- approved CTE course since 7th grade but has not finished CTE requirements for completion 4= has not taken any state- approved CTE courses since 7th grade	Required if grade is 7, 8, 9, 10, 11, or 12
Must be blank or a state – assigned CTE Finisher Code.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	CTE Finisher Code	• Must be valid CTE Finisher Code or can be left blank.	
The CTE Finisher Code is required when Grade Level Code is 7, 8, 9, 10, 11 or 12	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	CTE Finisher Code	• Required if grade is 7, 8, 9, 10, 11, or 12	
When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Finisher Code must be blank	Fall: Warning Spring: Warning EOY: Fatal	CTE Finisher Code	• When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Finisher Code must be blank.	
CTE Career Family Code is required	Fall: Warning Spring: Fatal EOY: Warning	CTE Special Populations Code	• CTE Career Family Code is required when the CTE Special Populations Code is not blank	The other CTE Special Populations, Disadvantaged, Disabled, and Limited English Proficiency, are collected in other elements in the Student Record Collection.
CTE Special Populations Code is inconsistent with Grade Level Code	Fall: Warning Spring: Fatal EOY: Warning	CTE Special Populations Code	• CTE Special Populations Code only applies to those students in grades 7 thru 12. Valid codes are: 1 = Single Parent 2 = Displaced Homemaker 3 = Non-traditional Career Preparation 12 = Single Parent and Displaced Homemaker 13 = Single Parent and Non-Traditional Career Preparation 23 = Displace Homemaker and Non-Traditional Career Preparation 123 = Single Parent, Displaced Homemaker and	When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Special Populations Code must be blank.

			Non-Traditional Career Preparation	
Invalid CTE Special Populations Code	Fall: Warning Spring: Fatal EOY: Warning	CTE Special Populations Code	• CTE Special Populations Codes are: 1 = Single Parent 2 = Displaced Homemaker 3 = Non-traditional Career Preparation 12 = Single Parent and Displaced Homemaker 13 = Single Parent and Non Traditional Career Preparation 23 = Displace Homemaker and Non-Traditional Career Preparation 123 = Single Parent, Displaced Homemaker and Non-Traditional Career Preparation	Code Must be blank or a state-assigned CTE Special Populations Code.
Must be blank or a state-assigned CTE Special Populations Code	Fall: Warning Spring: Fatal EOY: Warning	CTE Special Populations Code	• Must be a valid CTE Special Populations Code or left blank	
The CTE Career Family Code is required when CTE Special Populations Code is not blank.	Fall: Warning Spring: Fatal EOY: Warning	CTE Special Populations Code	• If the student's record includes a CTE Special Populations Code , the CTE Career Family Code cannot be blank	
When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Special Populations Code must be blank.	Fall: Warning Spring: Fatal EOY: Warning	CTE Special Populations Code	• CTE Special Populations Code only applies to those students in grades 7 thru 12.	
Disadvantaged Status Flag is inconsistent with Homeless Status Flag	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Disadvantaged Status Flag	• If the student record is flagged for Homeless the Disadvantaged Status Flag must be Y.	Disadvantaged Status Flag must be Y if Homeless Flag is Y Further information is available at: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html
Disadvantaged Status Flag is	Fall: Fatal	Disadvantaged	• If the student record is also flagged fo	Disadvantaged Status Flag must be Y if Migrant Flag is Y

inconsistent with Migrant Status Flag	Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Status Flag	Migrant, the Disadvantaged Status Flag must be Y.	Further information is available at: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html
Disadvantaged Status Flag must be Y if Homeless Flag is Y	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Disadvantaged Status Flag	• If the student record is flagged for Homeless, the Disadvantaged Status Flag must be Y.	Further information is available at: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html
Disadvantaged Status Flag must be Y if Migrant Flag is Y	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Disadvantaged Status Flag	• If the student record is also flagged for Migrant, the Disadvantaged Status Flag must be Y.	Further information is available at: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html
Fewer than 10 active students identified as economically disadvantaged	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Disadvantaged Status Flag	• The Disadvantaged Status Flag identifies a student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Lunch, 2) receives TANF, or 3) is eligible for Medicaid. • Make sure Serving School is correctly coded for Title I.	The Serving School has less than 10 active students identified as disadvantaged. There must be at least 10 students identified as disadvantaged to make application to be a Title I school.
Invalid Disadvantaged Status Flag	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Disadvantaged Status Flag	• The Disadvantaged Status Flag identifies a student as economically disadvantaged if the student is eligible for Free/Reduced Lunch, or 2) receives TANF, or 3) is eligible for Medicaid. • N=No, student is NOT Disadvantaged. • Y=Yes student is Disadvantage.	The Disadvantaged Status Flag must be Y or N.
The Disadvantaged Status Flag must be Y or N.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Disadvantaged Status Flag	• Disadvantaged Status Flag cannot be blank. • N=No, student is NOT Disadvantaged. • Y=Yes student is Disadvantage.	
Distance Learning Code must be Y or N.	Fall: Fatal Spring: Fatal EOY: Fatal	Distance Learning Flag	• Must be Y or N, do not leave blank.	Distance learning is defined as off site delivery of instruction through emerging technologies or other similar means from a location outside of the home school, i.e., internet, televised, satellite, correspondence, intranet, videoconferencing, audio/telephone bridge, telecommunications or other

Distance Learning Flag is inconsistent with Grade Level	Fall: Fatal Spring: Fatal EOY: Fatal	Distance Learning Flag	• Distance Learning Flag cannot be blank. • If Distance Learning Flag is Y, then Grade Level must be 9, 10, 11, 12, or TT.	When the Distance Learning Flag is Y, then Grade Level must be 9, 10, 11, 12, or TT.
Distance Learning Flag is inconsistent with Grade Level	Fall: Fatal Spring: Fatal EOY: Fatal	Distance Learning Flag	• Distance Learning Flag cannot be blank. • If Distance Learning Flag is Y, then Grade Level must be 9, 10, 11, 12, or TT.	When the Distance Learning Flag is Y, then Grade Level must be 9, 10, 11, 12, or TT.
Invalid Distance Learning Flag	Fall: Fatal Spring: Fatal EOY: Fatal	Distance Learning Flag	• Must be Y or N • If Y, then Grade Level must be 9, 10, 11, 12, or TT.	• For the 2005-2006 school year, the data in this field is optional for all students. • Distance learning is defined as off site delivery of instruction through emerging technologies or other similar means from a location outside of the home school, i.e., internet, televised, satellite, correspondence, intranet, videoconferencing, audio/telephone bridge, telecommunications or other emerging technologies.
When Distance Learning Flag is Y, Grade Level must be 9, 10 11, 12, or TT.	Fall: Fatal Spring: Fatal EOY: Fatal	Distance Learning Flag	• If Distance Learning Flag is Y, then Grade Level must be 9, 10, 11, 12, or TT.	
W8 Reason Code is inconsistent with Exit/Withdrawal	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Insure that all students listed as W8s (Pupil withdrawn for other reasons and not entering another school) are listed correctly.	The W8 Reason Code is required when the Exit/Withdrawal Code is W8 or W880 Dropout guidelines are available at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/new_data_definitions.html
W8 Reason Code is inconsistent with Grade Code	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Student must be in grade PK, KA, KG, KP, JK, or T1 to correctly use W8 Reason Code 41.	W8 Reason Code 41 is used to address the withdrawal of the youngest students based upon their age and maturity issues.
W8 Reason Code is inconsistent with PG Grade Code	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Student must be in grade PG to correctly use W8 Reason Code 82.	W8 Reason Code 82 is used to address the withdrawal of the student who has previously earned a diploma or other completion document.
W8 Reason Code is inconsistent student's age	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Student must age 18 or older to use W8 Reason Code 81.	W8 Reason Code 81 is for the older students that are still eligible to receive services, who decide on their own to discontinue their educational program.
W8 Reason Code is inconsistent with Exit/Withdrawal Code and Summer Dropout Flag	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Exit/Withdraw Code must be W8/W880 or Summer Dropout Flag must be Y if W8 Reason Code is not blank.	A valid W8 Reason codes implies the student should either be coded as a Summer Dropout Flag = Y or with a W8/W880 Exit Code.

W8 Reason Code is inconsistent with Summer Dropout Flag	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Make sure Summer Dropout Flag is Y. •	The **W8** Reason Code is required when the Summer Dropout Flag is Y
Invalid W8 Reason Code	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Value must be Blank or a valid **W8** Reason Code • Required with all W8 Withdrawal Codes • Dropout guidelines are available at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/new_data_definitions.html	Valid *W8* Reason Codes are: 10=Achievement 20=Behavioral 30=Health 40=Family reasons 41=Age/maturity 50=Financial hardship 60=Employment 70=Moved 80=Maximum age 81=Personal Choice 82=Post Graduate 90=Expulsion
Must be a valid W8 Reason Code	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	Valid W8 Reason Codes are: • 10=Achievement • 20=Behavioral • 30=Health • 40=Family reasons • 41=Parental Choice • 50=Financial hardship • 60=Employment • 70=Moved • 80=Maximum age • 81=Personal Choice • 82=Post Graduate • 90=Expulsion	Refer to Dropout scenarios available at: http://www.pen.k12.va.us/VDOE/Publications/NCLB/drop-scen.doc http://www.pen.k12.va.us/VDOE/Publications/student-coll/new_data_definitions.html - more_dropout_guidelines
The W8 Reason Code is required when the Exit/Withdrawal Code is W8 or W880	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Insure that all students listed as W8s (Pupil withdrawn for other reasons and not entering another school) are listed correctly.	Refer to Dropout scenarios available at: http://www.pen.k12.va.us/VDOE/Publications/NCLB/drop-scen.doc
The W8 Reason Code is required when the Summer Dropout Flag is Y	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• The W8 Reason Code is required when the Summer Dropout Flag is Y	Refer to Dropout scenarios available at: http://www.pen.k12.va.us/VDOE/Publications/NCLB/drop-scen.doc
Dual Enrollment Flag is inconsistent with Grade Level	Fall: Warning Spring:	Dual Enrollment	• An Alert will occur if the Grade Level Code	When the Dual Enrollment Flag is Y, the Grade Level Code must be 9, 10, 11 or 12.

Code	Warning EOY: Fatal	Flag	is not 09, 10, 11 or 12. • Insure the Dual Enrollment Flag is Y.	
Dual Enrollment Flag is required	Fall: NA Spring: NA EOY: Fatal	Dual Enrollment Flag	• Value must be Y or N blanks are no accepted.	The Dual Enrollment Flag must be Y or N.
Invalid Dual Enrollment Flag	Fall: Warning Spring: Warning EOY: Fatal	Dual Enrollment Flag	• Value must be Y or N. • Value cannot be blank. • Y= Yes, Student is taking one or more courses for college credit. • N=No, Student is not taking courses for college credit. • This code indicates that the student has taken one or more courses for college credit for the currently reported school year.	Alert - if Y and grade level is not 09, 10, 11, or 12.
The Dual Enrollment Flag mus be Y or N	Fall: Warning Spring: Warning EOY: Fatal	Dual Enrollment Flag	• Value must be a Y or N, cannot be left blank	
When the Dual Enrollment Flag is Y, the Grade Level Code must be 9, 10, 11 or 12.	Fall: Warning Spring: Warning EOY: Fatal	Dual Enrollment Flag	• Dual Enrollment Flag is inconsistent with Grade	
Early College Scholar Program Code inconsistent with Grade Level Code	Fall: Fatal Spring: Fatal EOY: Fatal	Early College Scholar Program	• If the Early College Scholar Program is no blank the Grade Level must be 9, 10, 11, 12 or TT.	When Early College Scholar Program Code is not blank, Grade Level must be 9, 10, 11, 12, or TT.
Early College Scholar Program Code inconsistent with Graduate/Other Completer Code	Fall: Fatal Spring: Fatal EOY: Fatal	Early College Scholar Program	• If the Early College Scholar Program = 2 the Graduate/Other Completer Code must be 2 (Advanced Studies Diploma)	When Early College Scholar Program Code = 2, the Graduate/Other Completer Code must be 2, Advanced Studies Diploma. These 2 codes must agree with one another.
Invalid College Scholar Program Code	Fall: Fatal Spring: Fatal EOY: Fatal	Early College Scholar Program Code	• Must be a valid code or left blank • 1=Student has completed the Early College Scholar Program agreement • 2=Student has earned the Governor's Early College Scholar certificate	If 2, the Graduate/Other Completer Code must also be 2 If not blank, then Grade Level must be 9, 10, 11, 12 or TT.

Must be blank or a state-assigned Early College Scholar Program Code	Fall: Fatal Spring: Fatal EOY: Fatal	Early College Scholar Program Code	• Must be a valid code or left blank • 1=Student has completed the Early College Scholar Program agreement • 2=Student has earned the Governor's Early College Scholar certificate	
When Early College Scholar Program Code = 2, the Graduate/Other Completer Code must be 2.	Fall: Fatal Spring: Fatal EOY: Fatal	Early College Scholar Program Code	• If 2=Student has earned the Governor's Early College Scholar certificate, the Graduate/Other Completer Code must also be 2 = Advanced Studies Diploma	
When Early College Scholar Program Code is not blank, Grade Level must be 9, 10, 11, 12, or TT.	Fall: Fatal Spring: Fatal EOY: Fatal	Early College Scholar Program Code	• If the Early College Scholar Program is not blank the Grade Level must be 9, 10, 11, 12 or TT	
Entry Code is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Code	• Check the Active Status Code to insure the correct Entry Code.	When the Active Status Code is A or I, the Entry Code is required.
Entry Code is required	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Code	• Check the Active Status Code to insure the correct Entry Code.	When the Active Status Code is A or I, the Entry Code is required.
GED Program Code is inconsistent with Entry Code	Fall: Warning Spring: Warning EOY: Warning	Entry Code	• Review the record for the GED Program Code to insure it is 2 (ISAEP)	When the Entry Code is E0, E099, R0 or R099, the GED Program Type must be 2.
Invalid Entry Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Code	• Insure there is a valid Entry Code, reflecting the student's FIRST entrance into the Serving School/Center. • If the Active Status Code is N, then an Entry Code is optional. • If the Summer Dropout Flag is Y, then an Entry Code is optional.	The Entry Code must be a 2- or 4-character, state-assigned Entry Code. **There are more descriptive definitions for each Entry Code posted at:** http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html

The Entry code must be a 2- or 4-character, state-assigned entry Code.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Code	The Entry Code must be a 2- or 4-character, state-assigned Entry Code.	**There are more descriptive definitions for each Entry Code posted at:** http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
The Exit/Withdrawal Date must be after the Entry Date	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Code	Verify both Entry and Exit dates for accuracy. Exit dates must be after the Enter Date.	Date must be on or before the "as of" date
When the Entry Code is E0, E099, R0 or R099, the GED Program Type must be 2.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Code	If Entry Code is E0, E099, R0, or R099 the student's GED Program Code must be 2 = GED	**There are more descriptive definitions for each Entry Code posted at:** http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
When the Active Status Code is A or I, the Entry Code is required.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Code	• Record must have a valid entry code if the Active Status Code is A or I.	
All Dates must be in format of mm/dd/yyyy	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Date	• Check that date is in correct format.	
Entry Date is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Date	• The Entry Date corresponds to the Entry Code. Use the date reflecting the student's first entrance into the Serving School/Center • If the Active Status Code is N, then an Entry Date is optional. • If the Summer Dropout Flag is Y, then an Entry Date is optional. • For FALL, the Entry Date must be on or before October 1st. • For SPRING, the Entry Date must be on or before March 31st. • For EOY, the Entry Date must be on or before the last day of school.	The Entry Date is required when the Active Status Code is A or I. Regardless of the number of times a student withdrawals and re-enters a Serving School/Center, the original Entry Code and Entry Date must be the date that is reported.
Exit/Withdrawal Date is inconsistent with Entry Date	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Date	Check the Entry Date in the file against the Exit/Withdrawal Date. Make sure the Date that is associated with the Exit/Withdrawal Code reflects a time after the Entry Date of the student.	The Exit/Withdrawal Date must be after the Entry Date.
Invalid Date Format	Fall: Fatal Spring: Fatal	Entry Date	Insure the format is mm/dd/yyyy including slashes.	All Dates must be in format of mm/dd/yyyy.

	EOY: Fatal EIMS: Fatal			
Summer Dropout Flag is inconsistent with Entry Date	Fall: Warning Spring: Warning EOY: Fatal	Entry Date	Insure that Entry Date is reflected as being after October 1 if student is listed as being a Summer Dropout. Check to see that the Summer Dropout Flag is correct; blanks are not accepted.	When the Summer Dropout Flag is Y, the Entry Date must be after October 1st.
The Entry Date must be between July 1st and June 30th of the current school year.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Date	Date must be between 7/1 and 6/30 for the EOY submission.	Date must be on or before the "as of" date.
The Entry Date must be between July 1st and March 31st of the current school year.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Date	Date must be between 7/1 and 6/30 for the Spring submission.	Date must be on or before the "as of" date
The Entry Date must be between July 1st and October 31st of the current school year.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Date	Date must be between 7/1 and 6/30 for the Fall submission.	Date must be on or before the "as of" date
The Exit/Withdrawal Date must be between July 1st and June 30th of the current school year.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Entry Date	• Date must be between 7/1 and 6/30 of the current school year.	
W8 Reason Code is inconsistent with Exit/Withdrawal Code	Fall: Warning Spring: NA EOY: Fatal	Exit/Withdrawal Code	• Insure that all students listed as W8s (Pupil withdrawn for other reasons and not entering another school) are listed correctly.	The W8 Reason Code is required when the Exit/Withdrawal Code is W8 or W880
W8 Reason Code is inconsistent with Exit/Withdrawal Code and Summer Dropout Flag	Fall: Warning Spring: Warning EOY: Fatal	Exit/Withdrawal Code	• Exit/Withdraw Code must be W8/W880 or Summer Dropout Flag must be Y if W8 Reason Code is not blank.	A valid W8 Reason codes implies the student should either be coded as a Summer Dropout Flag = Y or with a W8/W880 Exit Code.
Exit/Withdrawal Code is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Code	• If the Active Status Code is I, then an Exit/Withdrawal Code is required. • If the Active Status Code is N, then an Exit/Withdrawal Code is required. • If the Summer Dropout Flag is Y, then an Exit/Withdrawal Code is optional.	The Exit/Withdrawal Code must be blank if the Active Status Code is A. The Exit/Withdrawal Date is required when Active Status Code is I.
Exit/Withdrawal Code W412 can only be used by State Operated Program Divisions	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Code	• Transfer out of a state-operated institution - A student who transfers out of a state-operated institution. Use this code if no other code applies	This code can only be used by mental health institutions, hospitals, correctional institutions, juvenile service agencies, care shelters, and detention facilities.

Exit/Withdrawal Code is inconsistent with Active Status Code and Summer Dropout Flag	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Code	• If the Active Status Code is I, then an Exit/Withdrawal Code is required. • If the Active Status Code is N, then an Exit/Withdrawal Code is required. • If the Summer Dropout Flag is Y, then an Exit/Withdrawal Code is optional.	The Exit/Withdrawal Code is required when the Active Status Code is I and Summer Dropout Flag is N. The Exit/Withdrawal Code must be blank if the Active Status Code is A.
Exit/Withdrawal Code is inconsistent with Active Status Code:	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Code	• If the Active Status Code is I, then an Exit/Withdrawal Code is required. • If the Active Status Code is N, then an Exit/Withdrawal Code is required. • If the Active Status Code is A, then the Exit/Withdrawal must be blank.	The Exit/Withdrawal Code must be blank if the Active Status Code is A.
Exit/Withdrawal Code is inconsistent with GED Program Code	Fall: Warning Spring: Warning EOY: Fatal	Exit/Withdrawal Code	• W016=Withdrawal to enter Individualized Student Alternative Education Program therefore the GED Program Code cannot be 2 (ISAEP).	If the Exit/Withdrawal Code is W0 or W016 then the GED Program Code cannot be 2.
Exit/Withdrawal Code is inconsistent with subsequent record status.	Fall: Fatal Spring: Fatal EOY: Fatal	Exit/Withdrawal Code	• If the Exit/Withdraw Code is a W0, W1, W2 category, then the student must also have another record on this file submission	W0s, W1s, and W2s imply that the student transferred to another room, class, school, or program with the division. Therefore, we expect to see that enrollment activity reflected in the file submission.
If the Exit/Withdrawal code is W0 or W016 then the GED Program Code cannot be 2.	Fall: Warning Spring: Fatal EOY: Fatal	Exit/Withdrawal Code	• These codes must be consistent with one another. Check for conflicting codes.	
Invalid Exit/Withdrawal Code	Fall: Warning Spring: Warning EOY: Fatal	Exit/Withdrawal Code	• Must be a valid code that indicates the circumstances under which the student last exited from membership in the school.	The Exit/Withdrawal Code must be a 2- or 4-character, state-assigned Exit/Withdrawal Code. **There are more descriptive definitions for each Exit/Withdrawal Code posted at:** http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
The W8 Reason Code is required when the Exit/Withdrawal Code is W8 or W880.	Fall: Warning Spring: Warning EOY: Fatal	Exit/Withdrawal Code	• Insure that all students listed as W8s (Pupil withdrawn for other reasons and not entering another school) are listed correctly.	
The Exit/Withdrawal Code is required when the Active Status Code is I and Summer Dropout Flag is N	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Code	• If the Active Status Code is I, then an Exit/Withdrawal Code is required. • If the Summer Dropout Flag is Y, then an Exit/Withdrawal Code is optional.	The Exit/Withdrawal Code must be blank if the Active Status Code is A.
The Exit/Withdrawal Code must be blank if the Active	Fall: Fatal Spring: Fatal	Exit/Withdrawal Code	• Check that the record is coded correctly for the Active Status Code, of 'A'	

Status Code is A.	EOY: Fatal EIMS: Fatal		• Then remove incorrect data from Exit/Withdrawal Code	
The Exit/Withdrawal Date is required when Active Status Code is I.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Code	• If the Active Status Code is I, then an Exit/Withdrawal Code is required.	
Students with a W0, W1, or a W2 category Exit/Withdraw code must have another record on the current file submission.	Fall: Fatal Spring: Fatal EOY: Fatal	Exit/Withdrawal Code	• If the Exit/Withdraw Code is a W0, W1, W2 category, then the student must also have another record on this file submission	W0s, W1s, and W2s imply that the student transferred to another room, class, school, or program with the division. Therefore, we expect to see that enrollment activity reflected in the file submission.
W412 Exit Code inconsistent with Reporting Division and School	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Code	• Exit/Withdraw Code W412 (transfer from a State Operated Program) can only be used by State Operated Program divisions	W412 was added only for State Operated Programs to use when no other withdraw code applies.
All Dates must be in format of mm/dd/yyyy	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Date	• Check that date is in correct format.	
Exit Withdrawal Date is inconsistent with GED Program Code.	Fall: Warning Spring: Warning EOY: Fatal	Exit/Withdrawal Date	• Check to insure the student has correct GED Program Code.	If the Exit/Withdrawal Code is W0 or W016 then the GED Program Code cannot be 2.
Exit/Withdrawal Date is inconsistent with Entry Date	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Date	• Check the Entry Date in the file against the Exit/Withdrawal Date. • Make sure the Date that is associated with the Exit/Withdrawal Code reflects a time after the Entry Date of the student.	The Exit/Withdrawal Date must be after the Entry Date.
Invalid Date Format	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Date	• Insure the format is mm/dd/yyyy including slashes.	All Dates must be in format of mm/dd/yyyy.
The Exit/Withdrawal Code must be a 2- or 4-dcharacter, state-assigned Exit/Withdrawal Code.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Date	• Check that the Exit/Withdrawal is a valid state assigned code	Codes can be verified at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
The Exit/Withdrawal Date must be after the Entry Date	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Exit/Withdrawal Date	Verify both Entry and Exit dates for accuracy. Exit dates must be after the Enter Date.	
This student was previously	Fall: NA	Exit/Withdraw	• This student appears as a W9 on you	A W9 indicates that the student was expected to

reported on your EOY report as a W9 and needs to be resolved during this school year.	Spring: NA EOY: Fatal	al Date	previous year's EOY report and will need to be accounted for during this school year.	return; you need to re-report the student with an appropriate Exit Code.
First Year in Ninth Grade Code is required	Fall: Warning Spring: Warning EOY: Fatal	First Year in Ninth Grade Code	• Required if Grade Level Code is 9. • If Grade Level Code is not 9, must be blank. • Must be a state-assigned code: 1 = first year of 9th grade in any Virginia public school, 2 = first year of 9th grade in this school but entered 9th grade in a previous school year in another Virginia LEA, 3 = first year of 9th grade in this school but entered 9th grade in a previous school year in another school in this division, 4 = entered 9th grade in a previous school year in this school	Students entering ninth grade for the first time this school year must have state –assigned code.
Grade Level Code is inconsistent with First Year in Ninth Grade Code	Fall: Warning Spring: Warning EOY: Fatal	First Year in Ninth Grade Code	• Leave First Year in Ninth Grade Code blank if the student is not in 9th Grade.	The First Year in Ninth Grade Code must be blank, if the Grade Level Code is not 9.
Invalid First Year in Ninth Grade Code	Fall: Fatal Spring: Fatal EOY: Fatal	First Year in Ninth Grade Code	• Blank; • 1 = first year in 9th grade -- never retained nor repeated the 9th grade in another Virginia public school in a previous school year • 2 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another Virginia LEA in a previous school year • 3 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another school in this division in a previous school year • 4 = retained or repeated the 9th grade in this school in a previous school year	Required if Grade Level Code is 9. If Grade Level Code is not 9, must be blank. Must be a state-assigned code
The First Year in Ninth Grade Code is required when the Grade Level Code is 9.	Fall: Fatal Spring: Fatal EOY: Fatal	First Year in Ninth Grade Code	• Must enter a state-assigned code if Grade Level Code is 9.	
The First Year in Ninth Grade Code must be a state-assigned code.	Fall: Fatal Spring: Fatal EOY: Fatal	First Year in Ninth Grade Code	• Must be a state-assigned code	
Exit Withdrawal Date is inconsistent with GED	Fall: Warning Spring:	GED Program Code	• Check to insure the student has correct GED Program Code.	If the Exit/Withdrawal Code is W0 or W016 then the GED Program Code cannot be 2.

Program Code.	Warning EOY: Fatal SUM: Fatal			
Exit/Withdrawal Code is inconsistent with GED Program Code	Fall: Warning Spring: Fatal EOY: Fatal SUM: Fatal	GED Program Code	• W016=Withdrawal to enter Individualized Student Alternative Education Program therefore the GED Program Code cannot be 2 (ISAEP).	If the Exit/Withdrawal Code is W0 or W016 then the GED Program Code cannot be 2.
GED Program Code is inconsistent with Birth Date	Fall: Warning Spring: Fatal EOY: Fatal SUM: Fatal	GED Program Code	• If GED Program Code is 1 or 3, the student must be at least 16 years old. • Check to insure the student's date of birth is correct for the student to be at least 16 years old.	Student must be 16 years or older to work toward a GED.
GED Program Code is inconsistent with Entry Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	GED Program Code	• Review the record for the GED Program Code to insure it is 2 (ISAEP)	When the Entry Code is E0, E099, R0 or R099, the GED Program Type must be 2.
Graduate/Other Completer Code is inconsistent with GED Program	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	GED Program Code	• The GED Program Code indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program. • The GED Program Code equaling 3 indicates the student is 16 years of age and is enrolled in the GAD-GED Program working toward a GAD. • Graduate/Other Completer Flag equaling 9 indicates the student is working toward the GAD. • These two elements should be consistent with each other's codes.	When the Graduate/Other Completer Code is 8, the GED Program Code must be 2. When the Graduate/Other Completer Code is 9, the GED Program Code must be 3. When the Graduate/Other Completer Code is 5 then the GED Program Code must be 1.
Graduate/Other Completer Code is inconsistent with GED Program Code of 1	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	GED Program Code	• The GED Program Code indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program. • The GED Program Code equaling 1 indicates the student is 16 years of age and is enrolled in the GED Program working toward a GED. • Graduate/Other Completer Flag equaling 5 indicates the student is working toward a GED • These two elements but be consistent with each others' codes	If the Graduate/Other Completer Code is 5 then the GED Program Code must be 1.

If the Exit/Withdrawal Code is W0 or W016 then the GED Program Code cannot be 2.	Fall: Warning Spring: Warning EOY: Fatal	GED Program Code	• W0/W016 indicates the student withdrew to enter a GED Program as part of an ISAEP therefore the GED Program Code should not be 2 which indicates the student is in an ISAEP	Further information is available regarding the SRC codes at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html ISAEP definitions can be found in and Board of Education guidelines http://www.doe.virginia.gov/VDOE/Instruction/Adult/ISAEPguidelines.pdf *Code of Virginia* § 22.1-254.D: http://legis.state.va.us/Laws/CodeofVa.htm
If the Graduate/Other Completer Code is 5 then the GED Program Code must be 1.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	GED Program Code	• The GED Program Code 1 = indicates the student is enrolled in a program leading to a GED • These two elements but be consistent with each others' codes	Graduate/Other Completer Codes 5 = General Educational Development (GED)
Invalid GED Program Code	Fall: Warning Spring: Fatal EOY: Fatal SUM: Fatal	GED Program Code	• Must be Blank or 1=GED, 2=ISAEP or 3=GAD. • If GED Program Code is 1 or 3, the student must be at least 16 years old.	Must be blank or a state-assigned GED Program Code. Must be at least 16 years old to work towards a GED. Check against birth date.
Must be blank or a state-assigned GED Program Code.	Fall: Warning Spring: Fatal EOY: Fatal SUM: Fatal	GED Program Code	• Must be Blank or 1=GED, 2=ISAEP or 3=GAD. • If GED Program Code is 1 or 3, the student must be at least 16 years old.	Must be at least 16 years old to work towards a GED. Check against birth date.
Student must be 16 years or older to work toward a GED.	Fall: Warning Spring: Fatal EOY: Fatal SUM: Fatal	GED Program Code	• If GED Program Code is 1 or 3, the student must be at least 16 years old. • Check to insure the student's date of birth is correct for the student to be at least 16 years old.	
When the Entry Code is E0, E099, R0 or R099, the GED Program Type must be 2.	Fall: Fatal Spring: Fatal EOY: Fatal	GED Program Code	If Entry Code is E0, E099, R0, or R099 the student's GED Program Code must be 2 = GED	There are more descriptive definitions for each Entry Code posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
When the Graduate/Other Completer Code is 8, the GED Program Code must be 2.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	GED Program Code	• If the Graduate/Other Completer Code is 8 (General Educational Development (GED) Certificate as a part of an ISAEP), then the GED Program Code must equal 2. • These 2 codes must be consistent with each other.	

When the Graduate/Other Completer Code is 9, the GED Program Code must be 3.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	GED Program Code	• If the Graduate/Other completer code is 9 (General Achievement Diploma (valid beginning in the 2003-2004 school year)) then the GED Program code must be 3 = GAD • These 2 codes must be consistent with each other.	
Invalid Gender Code:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Gender Code	• Insure this is a valid code that identifies the student's gender. • Required Codes for Gender: M=Male or F=Female	The Gender Code must be F or M.
The Gender Code must be F or M.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Gender Code	• The student's gender code must be F or M.	
Invalid Gifted Code	Fall: Warning Spring: Warning EOY: Fatal	Gifted Code	• Must be blank or a valid Gifted Code. • This code identifies the area of giftedness for a student placed in the gifted program or for a student who was referred to and found eligible for the gifted program.	Must be blank or a state-assigned Gifted Code. There are more descriptive definitions for each Gifted Code posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
Must be blank or a state-assigned Gifted Code	Fall: Warning Spring: Warning EOY: Fatal	Gifted Code	• Must be blank or a valid Gifted Code. • This code identifies the area of giftedness for a student placed in the gifted program or for a student who was referred to and found eligible for the gifted program.	There are more descriptive definitions for each Gifted Code posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
Gifted Referral Flag must be Y or N.	Fall: NA Spring: NA EOY: Fatal	Gifted Referral Flag	• Y or N required cannot be blank.	Identifies the student referred to the Gifted Program between July 1st and June 30th
Invalid Gifted Referral Flag	Fall: NA Spring: NA EOY: Fatal	Gifted Referral Flag	• Y or N required cannot be blank.	Identifies the student referred to the Gifted Program between July 1st and June 30th
A PG student cannot be granted another diploma or certificate.	Fall: NA Spring: NA EOY: Fatal	Grade Level Code	• Verify the student's grade is correct.	A PG student has previously earned a standard diploma, advanced diploma or an IB diploma and cannot earn another.
Advanced Placement Code is inconsistent with Grade Level	Fall: Warning Spring:	Grade Level Code	• Check to make sure the student is in grade level 9, 10, 11, or 12.	If the Advanced Placement Code is listed, then the Grade Level Code must be 09, 10, 11, or 12.

Code	Warning EOY: Warning		• Advanced Placement Code must be Blank or 1=Enrolled in AP class, 2=Enrolled in AP and took AP exam, 3=Took AP exam.	
Aggregate Days Present is inconsistent with Grade Level Code, Active Status Code and Summer Dropout Flag	Fall: NA Spring: NA EOY: Fatal	Grade Level Code	• Insure the Aggregate Days Present is the cumulative number of days the student had been present in the school from the beginning of the current school year to the time of the snapshot. • Include only the days present in the regular school term. • Insure the correct Active Status Code is reflected. • Insure the correct Grade Level is reflected.	When the Aggregate Days Present is blank or zero and the Grade Level Code is not PK, JK or PG, then the Active Status Code must be N or Active Status Code must be I and Summer Dropout Flag must be Y.
CTE Career Family Code is inconsistent with Grade Level Code	Fall: NA Spring: Fatal EOY: NA	Grade Level Code	• Review the data inserted in the Grade Level Codes to insure accuracy • Remember that only grades 7 thru 12 are coded as CTE Career Family	When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Career Family Code must be blank.
CTE Finisher Code is inconsistent with Grade Level Code.	Fall: NA Spring: Fatal EOY: NA	Grade Level Code	• CTE Finisher Code only applies to those students in 7th grade or higher. • Check that the students are correctly shown in their respective grades.	When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Finisher Code must be blank. The CTE Code is required when the Grade Level Code is 7, 8, 9, 10, 11, and 12.
CTE Finisher Code is required	Fall: NA Spring: NA EOY: Fatal	Grade Level Code	• Check Grade Level for accuracy of students' grade. • CTE Finisher Code is required for those students in 7th thru 12th grade.	The CTE Finisher Code is required when Grade Level Code is 7, 8, 9, 10, 11 or 12.

CTE Special Populations Code is inconsistent with Grade Level Code	Fall: NA Spring: Fatal EOY: NA	Grade Level Code	• CTE Special Populations Code only applies to those students in grades 7 thru 12.	When the Grade Level Code is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5 or 6, the CTE Special Populations Code must be blank.
Data is not reported for every grade in the school	Fall: Warning Spring: Warning EOY: Warning EIMS: Warning	Grade Level Code	• Carefully go back through the data to insure there are no Blanks in the information for the Grade Levels.	Data is not reported for every grade in the school.
W8 Reason Code is inconsistent with Exit/Withdrawal Code	Fall: Warning Spring: NA EOY: Fatal	Grade Level Code	• Insure that all students listed as W8s (Pupil withdrawn for other reasons and not entering another school) are listed correctly.	The W8 Reason Code is required when the Exit/Withdrawal Code is W8 or W880.
W8 Reason Code is inconsistent with Grade Code	Fall: Warning Spring: Warning EOY: Fatal	W8 Reason Code	• Student must be in grade PK, KA, KG, KP, JK, or T1 to correctly use W8 Reason Code 41.	W8 Reason Code 41 is used to address the withdrawal of the youngest students based upon their age and maturity issues.
W8 Reason Code is inconsistent with Summer Dropout Flag	Fall: Warning Spring: Warning EOY: Fatal	Grade Level Code	• Make sure Summer Dropout Flag is Y.	The W8 Reason Code is required when the Summer Dropout Flag is Y
Dual Enrollment Flag is inconsistent with Grade Level Code	Fall: Warning Spring: Warning EOY: Warning	Grade Level Code	• An Alert will occur if the Grade Level Code is not 09, 10, 11 or 12. • Insure the Dual Enrollment Flag is Y.	When the Dual Enrollment Flag is Y, the Grade Level Code must be 9, 10, 11 or 12.
Early College Scholar Program Code inconsistent with Grade Level Code	Fall: Fatal Spring: NA EOY: Fatal	Grade Level Code	• If the Early College Scholar Program is not blank the Grade Level must be 9, 10, 11, 12 or TT.	When Early College Scholar Program Code is not blank, Grade Level must be 9, 10, 11, 12, or TT.
Grade Level Code is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Grade Level Code	• If the Grade Level Code is TT the Active Status Code is N	If the Grade Level Code equals TT, then the Active Status Code must be N.
Grade Level Code is inconsistent with Active Status Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Grade Level Code	• If the Grade Level Code is TT the Active Status Code is N	If the Grade Level Code equals TT, then the Active Status Code must be N.
Grade Level Code is	Fall: Warning	Grade Level	• Leave First Year in Ninth Grade Code blank	The First Year in Ninth Grade Code must be

inconsistent with First Year in Ninth Grade Code	Spring: Warning EOY: Fatal	Code		if the student is not in 9th Grade.	blank, if the Grade Level Code is not 9.
Grade Level Code is inconsistent with Kindergarten Half Day Flag	Fall: Fatal Spring: Fatal EOY: Warning	Grade Level Code	• Insure the Grade Level Code is JK, KA, KP, KG or T1.		If the Kindergarten Half Day Flag is Y then the Grade Code Level must be JK, KA, KP, KG or T1.
Graduate/Other Completer code is inconsistent with Grade Code Range	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Grade Level Code	• If the Graduate/Other Completer Code is not blank, then student can not be in Grade PK KA, KG, KP, JK, T1, or 01-07.		Students in the listed grades do not earn diplomas.
Graduate/Other Completer Code is inconsistent with Grade Level Code	Fall: NA Spring: NA EOY: Fatal SUM: Fatal EIMS: Fatal	Grade Level Code	• Check that the Grade Level Code for the student is 11 or 12. • If the Graduate/Other Completer Code is 10 or 11, then Grade Level Code must be 12 • Compare Grade Level Code with Graduate/Other Completer Code for accuracy.		Most graduates are in grades 11 and 12. This student may have an incorrect Grade Level Code or Graduate/Other Completer Code.
Graduate/Other completer Code is inconsistent with PG Grade Level	Fall: NA Spring: NA EOY: Fatal SUM: Fatal EIMS: Fatal	Grade Level Code	• Verify the student's grade is correct.		A PG student has previously earned a standard diploma, advanced diploma or an IB diploma and cannot earn another.
Graduate/Other Completer Code is required	Fall: NA Spring: NA EOY: Warning SUM: Fatal	Grade Level Code	• Graduate/Other Completer Code is required if Grade Code is 12 and Retention Flag is N. • Active Status Flag must be "A".		Graduate/Other Completer Code is required when Grade Level Code is 12, Retention Flag is N and the Active Status Code is A.
Graduate/Other Completer Code is required when Grade Level Code is 12, Retention Flag is N and the Active Status Code is A.	Fall: NA Spring: NA EOY: Warning	Grade Level Code	• Graduate/Other Completer Code is required if Grade Code is 12 and Retention Flag is N. • Active Status Flag must be "A".		
If the Advanced Placement Code is listed, then the Grade Level Code must be 09, 10, 11, or 12	Fall: Warning Spring: Warning EOY: Warning	Grade Level Code	• Check to make sure the student is in grade level 9, 10, 11, or 12.		Advanced Placement Code must be Blank or 1=Enrolled in AP class, 2=Enrolled in AP and took AP exam, 3=Took AP exam.
If the Grade Level Code Equals TT, then the Active Status Code must be N.	Fall: Fatal Spring: Fatal EOY: Fatal	Grade Level Code	• If the Grade Level Code is TT, then the Active Status Code must be N.		

	EIMS: Fatal			
If the Graduate/Other Completer Code is 10 or 11, then Grade Level Code must be 12	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Grade Level Code	• If Graduate/Other Completer Code is 10 (IEP allows multi years) or 11 (Foreign exchange), then the student's grade level code must be 12.	
If the Kindergarten Half Day Fag is Y then the Grade Code Level must be JK, KA, KP, KG, or T1.	Fall: Fatal Spring: Fatal EOY: Warning	Grade Level Code	• Insure the Grade Level Code is JK, KA, KP, KG or T1 if the student is flagged for half day program	If you have the student coded as a half day Kindergartener, then the grade code must be JK, KA, KP, KG or T1.
Immigrant and Youth Status may be incorrect	Fall: Warning Spring: NA EOY: NA	Grade Level Code	• If this warning helped identify any students in Kindergarten, first or second grade that are immigrants, students in other grades should be double-checked as well.	When the Grade Level Code is KG, KA, KP, T1, 1 or 2, and there is a Country of Birth Code, the student MAY be an immigrant. **Not all foreign-born students are immigrants. This warning is given only to help verify the accuracy of the data.**
Invalid Grade Level Code:	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Grade Level Code	• Insure this is a valid code that identifies the grade level at which the student receives services in a school or an educational institution during a given academic session. • Insure it is also a valid Grade Level Code within the low/high grade range of the Serving School/Center.	Must be a state-assigned Grade Level Code: JK, PK, KA, KP, KG, T1, 01 thru 12, PG or TT.
Kindergarten Half Day Flag must contain a Y or N	Fall: Fatal Spring: Fatal EOY: NA	Grade Level Code	• N=No, Student does not attend half-day Kindergarten. • Y=Yes, Student does attend half-day Kindergarten	When the Grade Level Code is JK, KA, KP, KG or T1, the Kindergarten Half Day Flag must be Y or N.
Kindergarten Readiness Assessment is inconsistent with Birth date and Grade Level Code	Fall: Fatal Spring: Fatal EOY: Fatal	Grade Level Code	• Kindergarten Readiness Assessment Flag is required if Student turns 5 between October 1 and December 31 and the Grade Level Code = KA, KP, KG.	If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code must be KA, KP or KG.
Missing Special Ed Weekly Time %	Fall: Fatal Spring: Warning EOY: Warning	Grade Level Code	• Special Ed Weekly Time is required if the Grade Code is KA, KP, KG, T1, 1,2, 3 and Disability is not blank and Disability is not 15.	The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3 and the Primary Disability Code is not blank or 15.
Most graduates are in grades 11 and 12. This student may have an incorrect Grade Level	Fall: NA Spring: NA EOY: Warning	Grade Level Code	• Check that the Grade Level Code for the student is 11 or 12.	

Code or Graduate/Other Completer Code.	SUM: Warning		• If the Graduate/Other Completer Code is 10 or 11, then Grade Level Code must be 12	
Must be a state--assigned Grade Level Code.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Grade Level Code	• Check that the Student's grade level code is a valid state assigned code: JK, PK, KA, KP, 01 thru 12, PG, or TT.	
Reported data for a specific grade must be within the grade range or the Responsible School.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Grade Level Code	• Make sure the grade code for this student is accurate.	The grade code for this student must be within the grade range of the Responsible School
Reported data for a specific grade must be within the grade range or the Serving School.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Grade Level Code	• Make sure the grade code for this student is accurate.	The grade code for this student must be within the grade range of the Serving School
Reported Grade Code is outside the grade grange of the reporting school	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Grade Level Code	• Insure that the Grade Level reported is within the grade range for the Reporting School.	Reported data for a specific grade must be within the grade range for the reporting school.
Retention Flag is inconsistent with Grade Level Code and Graduate/Other Completer Code	Fall: NA Spring: NA EOY: Fatal	Grade Level Code	• Retention Flag Codes are: Y=Yes, student was retained N=No, student was not retained (the student was promoted or graduated) • Insure the Grade is 12 if Retention Flag is Y	The Retention Flag must be Y if the Grade Level Code is 12 and the Graduate/Other Completer Code is blank.
Special Ed Weekly Time % is inconsistent with Grade Level Code and Primary Disability Status Code	Fall: Fatal Spring: NA EOY: NA	Grade Level Code	• If the student's Disability Code is not blank or 15 (504), and the Grade Level Code is KA, KG, KP, T1, 1, 2, or 3, then the Special Ed Weekly Time % field is required • Must be a whole number between 1 – 100	The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3 and the Primary Disability Code is not blank or 15.
Student's First Name can not be blank	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Grade Level Code	• Student's First Name can not be blank	
Student's Last Name can not be blank	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Grade Level Code	• Student's Last Name can not be blank	

Student's 5th birthday is after December 31st of this school year.	Fall: Warning Spring: Warning EOY: Warning	Grade Level Code	• Please check the student's date of birth	
Student must be in Grade PK, KA, KG, KP, JK, or T1 to use W8 Reason Code 41	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Grade Level Code	• Student must be in grade PK, KA, KG, KP, JK, or T1 to correctly use W8 Reason Code 41.	W8 Reason Code 41 is used to address the withdrawal of the youngest students based upon their age and maturity issues.
The W8 Reason Code is required when the Exit/Withdrawal Code is W8 or W880	Fall: Warning Spring: Warning EOY: Fatal	Grade Level Code	• Insure that all students listed as W8s (Pupil withdrawn for other reasons and not entering another school) are listed correctly.	
The W8 Reason Code is required when the Summer Dropout Flag is Y	Fall: Warning Spring: Warning EOY: Fatal	Grade Level Code	• The W8 Reason Code is required when the Summer Dropout Flag is Y	
The First Year in Ninth Grade Code is required when the Grade Level Code is 9.	Fall: Fatal Spring: Fatal EOY: Fatal	Grade Level Code	• Must enter a state-assigned code if Grade Level Code is 9.	
The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3 and the Primary Disability Code is not blank or 15.	Fall: Fatal Spring: Warning EOY: Warning	Grade Level Code	• Special Ed Weekly Time % is inconsistent with Grade Level Code and Primary Disability Status Code	
When Early College Scholar Program Code is not blank, Grade Level must be 9, 10, 11, 12, or TT.	Fall: Fatal Spring: NA EOY: Fatal	Grade Level Code	• If the Early College Scholar Program is not blank the Grade Level must be 9, 10, 11, 12 or TT	
When the Aggregate Days Present is blank or zero and the Grade Level Code is not PK, JK, PG, then the Active Status Code must be N or Active Status Code must be I and Summer Dropout Flag must be Y.	Fall: NA Spring: Fatal EOY: Fatal	Grade Level Code	• If Aggregate Days Present is blank: verify Student's Active Status Code is either 'I' or 'N' and Summer Dropout Flag is set to Y. • The Student's Grade Level Code cannot be PK, JK, and PG.	

When the Dual Enrollment Flag is Y, the Grade Level Code must be 9, 10, 11 or 12.	Fall: Warning Spring: Warning EOY: Warning	Grade Level Code	• Dual Enrollment Flag is inconsistent with Grade	
When the Grade Level Code is JK, KA, KP, KG or T1, the Kindergarten Half Day Flag must be Y or N.	Fall: Fatal Spring: Fatal EOY: Warning	Grade Level Code	• When the Grade Level Code is JK, KA, KP, KG or T1, the Kindergarten Half Day Flag must be Y or N.	
Graduate Plan Code is inconsistent with Graduate/Other Completer Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• If the Graduate Plan Code is 10 or 11 leave the Graduate Plan Code blank • Must be a valid Graduate Plan Code.	If the Graduate/Other Completer Code is 1, 2, 3, 4 5, 6, 7, 8, or 9, then the Graduate Plan Code is required There are more descriptive definitions for each Graduate Plan posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
If the Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, 8, or 9, then the Graduate Plan Code is required	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• If the Graduate/Other Completer Code is 10 or 11 leave the Graduate Plan Code blank • Must be a valid Graduate Plan Code. • These codes must be consistent with each other.	There are more descriptive definitions for each Graduate Plan posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
If the Graduate/Other Completer Code is 10 or 11, then the Graduate Plan Code must be blank	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• If the Graduate/Other Completer Code is 10 or 11 leave the Graduate Plan Code blank	
Graduate/Other Completer code is inconsistent with Grade Code Range	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• If the Graduate/Other Completer Code is no blank, then student can not be in Grade PK KA, KG, KP, JK, T1, or 01-07.	Students in the listed grades do not earn diplomas.
Graduate/Other Completer code is inconsistent with Graduate Plan Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• A record cannot have Graduate Plan code without receiving a graduation diploma o completion certificate.	These two codes are dependent upon one another.
Graduate/Other Completer code is Retention Flag	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• A student coded as Retained should not have a Graduate/Completer Code	Students being retained do not earn diplomas or other completion documents..

Invalid Graduate Plan Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• Value must be Blank or a valid Graduation Plan Code. • If the Graduate/Other Completer Code is not blank, Graduate Plan Code is required.	Must be blank or a state-assigned Graduate Plan Code.
Must be blank or a state-assigned Graduate Plan Code.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• If the Graduate/Other Completer Code is not blank, Graduate Plan Code is required.	
The Graduate Plan Code is inconsistent with the Graduate/Other Completer Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate Plan Code	• A record cannot have Graduate Plan code without receiving a graduation diploma or completion certificate.	These two codes are dependent upon one another.
A student's Graduate data can only be reported on one record in your division.	EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Report a student's graduate/other completer data in only one record for only one school.	Do not duplicate graduate/other completer data.
A PG student cannot be granted another diploma or certificate.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Check the accuracy of the students grade	A PG student has already earned a standard diploma, advanced diploma or an IB diploma and can not earn another.
Early College Scholar Program Code inconsistent with Graduate/Other Completer Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• If the Early College Scholar Program = 2 the Graduate/Other Completer Code must be 2	When Early College Scholar Program Code = 2, the Graduate/Other Completer Code must be 2.
Graduate Plan Code is inconsistent with Graduate/Other Completer Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• If the Graduate Plan Code is 10 or 11 leave the Graduate Plan Code blank • If the Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, 8, or 9, then the Graduate Plan Code is required • Must be a valid Graduate Plan Code.	If the Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, 8, or 9, then the Graduate Plan Code is required There are more descriptive definitions for each Graduate Plan posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
Graduate/Other Completer Code is inconsistent with Birth Date	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• The student must be 16 years old as of October 1 for the fall collection and the last day of school for the EOY collection.	When the Graduate/Other Completer Code is 5, 8 or 9, the student must be 16 years old as of the "as of date" of the report.
Graduate/Other Completer	Fall: Warning	Graduate/Other	• A record cannot have Graduate Plan code	These two codes are dependent upon one another.

Code is inconsistent with Graduate Plan Code	Spring: Warning EOY: Fatal SUM: Fatal	Completer Code	without receiving a graduation diploma or completion certificate.	
Graduate/Other Completer Code is inconsistent with PG Grade Level	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Check the accuracy of the student's grade level	A PG student has already earned a standard diploma, advanced diploma or an IB diploma and can not earn another.
Graduate/Other Completer Code is inconsistent with Disability Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Graduate/Other Completer Code equaling 3, 7, or 10 indicates the student is working toward a (3) Special Diploma or a (7) Modified Standard Diploma. (10) No award in this school year -school-age student whose IEP allows for multiple years in grade 12 • The Disability Code is required in this situation. • These two elements should be consistent with each other's codes.	When the Graduate/Other Completer Code is 3, 7 or 10, a Disability Code (other than 15) is required.
Graduate/Other Completer Code is inconsistent with GED Program	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• The GED Program Code indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program. • The GED Program Code equaling 3 indicates the student is 16 years of age and is enrolled in the GAD-GED Program working toward a GAD. • Graduate/Other Completer Flag equaling 9 indicates the student is working toward the GAD. • These two elements should be consistent with each other's codes.	When the Graduate/Other Completer Code is 8, the GED Program Code must be 2. When the Graduate/Other Completer Code is 9, the GED Program Code must be 3. When the Graduate/Other Completer Code is 5 then the GED Program Code must be 1.
Graduate/Other Completer Code is inconsistent with GED Program Code of 1	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• The GED Program Code indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program. • The GED Program Code equaling 1 indicates the student is 16 years of age and is enrolled in the GED Program working toward a GED. • Graduate/Other Completer Flag equaling 5 indicates the student is working toward a GED • These two elements but be consistent with	If the Graduate/Other Completer Code is 5 then the GED Program Code must be 1.

			each others' codes	
Graduate/Other Completer Code is inconsistent with Grade Level Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Check that the Grade Level Code for the student is 11 or 12. • If the Graduate/Other Completer Code is 10 or 11, then Grade Level Code must be 12 • Compare Grade Level Code with Graduate/Other Completer Code for accuracy.	Most graduates are in grades 11 and 12. This student may have an incorrect Grade Level Code or Graduate/Other Completer Code.
Graduate/Other Completer Code is inconsistent with IB Program Flag	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• The IB Program Flag indicates the student is enrolled in the International Baccalaureate Program and is working toward an IB diploma. • Graduate/Other Completer Flag equaling 6 indicates the student is working toward and IB diploma. • These two elements must be consistent with the others' codes.	If the Graduate/Other Completer Code is 6 then the International Baccalaureate Program Flag must be Y.
Graduate/Other Completer Code is inconsistent with the Exit/Withdrawal Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Exit/Withdrawal Code of W7 indicates the student has graduated. • Value cannot be blank.	The Graduate/Other Completer Code is required when the Exit/Withdrawal Code is W7.
Graduate/Other Completer Code is inconsistent with the Exit/Withdrawal Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Exit/Withdrawal Code of W7 indicates the student has graduated. • Value cannot be blank.	The Graduate/Other Completer Code is required when the Exit/Withdrawal Code is W7.
Graduate/Other Completer Code is required	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Graduate/Other Completer Code is required if Grade Code is12 and Retention Flag is N. • Active Status Flag must be "A".	Graduate/Other Completer Code is required when Grade Level Code is 12, Retention Flag is N and the Active Status Code is A.
Graduate/Other Completer Code is required when Grade Level Code is 12, Retention Flag is N and the Active Status Code is A.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Graduate/Other Completer Code is required if Grade Code is12 and Retention Flag is N. • Active Status Flag must be "A".	
Graduate/Other Completer	Fall: Warning	Graduate/Other	• A student coded as Retained should not have	Students being retained do not earn diplomas or

code is inconsistent with Retention Flag	Spring: Warning EOY: Fatal SUM: Fatal	Completer Code	a Graduate/Completer Code	other completion documents.
If the Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, 8, 9, then the Graduate Plan Code is required.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• You must enter a valid Graduate Plan code if the Graduate/Other Completer Code is 1 – 9.	The 'completer' code indicates the student received a diploma/certificate and it is required to enter a postgraduate plan for those students.
If the Graduate/Other Completer Code is 10 or 11, then Grade Level Code must be 12	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• If Graduate/Other Completer Code is 10 (IEP allows multi years) or 11 (Foreign exchange), then the student's grade level code must be 12.	
If the Graduate/Other Completer Code is 10 or 11, then Retention Flag must be N	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Make sure the Graduate/Other Complete Code is valid • Make sure Retention Flag is N	
If the Graduate/Other Completer Code is 5 then the GED Program Code must be 1.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• The GED Program Code 1 = indicates the student is enrolled in a program leading to a GED	Graduate/Other Completer Codes 5 = General Educational Development (GED)
If the Graduate/Other Completer Code is 6 then the International Baccalaureate Program Flag must be Y.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• The IB Program Flag indicates the student is enrolled in the International Baccalaureate Program and is working toward an IB diploma. • Graduate/Other Completer Flag equaling 6 indicates the student is working toward and IB diploma. • These two elements must be consistent with the others' codes.	
Invalid Graduate/Other Completer Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Required if grade level code is 12 and retention=N; • Alert if grade is not 12 or 11. • If code = 6, then IB flag must = Y. • If code = 5, then GED Program Code must = 1. • If code=8, then GED Program Code must = 2. • If code = 9, then GED Program Code mus	Must be blank or a state-assigned the Graduate/Other Completer Code.

			= 3. • If student receives GED, ISAEP or GAD age must be at least 16. • If Graduate/Other Completer Code =3, 7, o 10 then Primary Disability Code cannot b blank or 15. • If Graduate/Other Completer Code = 10 o 11, then Grade Code must be 12.	
Most graduates are in grades 11 and 12. This student may have an incorrect Grade Level Code or Graduate/Other Completer Code.	Fall: NA Spring: NA EOY: Warning SUM: Warning	Graduate/Other Completer Code	• Check that the Grade Level Code for the student is 11 or 12. • If the Graduate/Other Completer Code is 10 or 11, then Grade Level Code must be 12	
Must be blank or a state-assigned the Graduate/Other Completer Code.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Required if grade level code is 12 and retention=N; • Alert if grade is not 12 or 11. • See above for valid codes.	
Retention Flag is inconsistent with Grade Level Code and Graduate/Other Completer Code	Fall: NA Spring: NA EOY: Fatal	Graduate/Other Completer Code	• Retention Flag Codes are: Y=Yes, student was retained N=No, student was not retained (the student was promoted or graduated) • Insure the Grade is 12 if Retention Flag is Y.	The Retention Flag must be Y if the Grade Level Code is 12 and the Graduate/Other Completer Code is blank.
Retention Flag is inconsistent with Graduate/Other Completer Code:	Fall: Warning Spring: Warning EOY: Fatal	Graduate/Other Completer Code	• Make sure the Graduate/Other Complete Code is valid • Make sure Retention Flag is N	If the Graduate/Other Completer Code is 10 or 11, then Retention Flag must be N
Student has more than one record with Graduate/Other Completer data	EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• A student cannot be reported with mor than one record containing Graduate /Othe Completer data.	In order to insure accurate data, duplicate graduate data is not permitted.
Student previously reported as Graduate	EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• A student cannot be reported with mor than one record containing Graduate /Othe Completer data between EOY and Summe file submissions.	In order to insure accurate data, duplicate graduate data is not permitted.
The Graduate Plan Code is inconsistent with the Graduate/Other Completer Code	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• A record cannot have Graduate Plan cod without receiving a graduation diploma o completion certificate.	These two codes are dependent upon one another.
The Graduate/Other	Fall: Warning	Graduate/Other	• If the Exit/Withdrawal Code = 7 (Studen	

Completer Code is required when the Exit/Withdrawal Code is W7.	Spring: Warning EOY: Fatal	Completer Code	graduated), then a valid Graduate/Other Completer code is required.	
When Early College Scholar Program Code = 2, the Graduate/Other Completer Code must be 2.	Fall: Fatal Spring: NA EOY: Fatal	Graduate/Other Completer Code	• If 2=Student has earned the Governor's Early College Scholar certificate, the Graduate/Other Completer Code must also be 2 = Advanced Studies Diploma	
When the Graduate/Other Completer Code is 3, 7 or 10, a Disability Code (other than 15) is required.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Graduate/Other Completer Code equaling 3, 7, or 10 indicates the student is working toward a (3) Special Diploma or a (7) Modified Standard Diploma. (10) No award in this school year -school-age student whose IEP allows for multiple years in grade 12 • The Disability Code is required in this situation. • These two elements should be consistent with each other's codes.	
When the Graduate/Other Completer Code is 5, 8 or 9, the student must be 16 years old as of the "as of date" of the report.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• Graduate/Other Completer Code is inconsistent with Birth Date	
When the Graduate/Other Completer Code is 8, the GED Program Code must be 2.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• If the Graduate/Other Completer Code is 8 (General Educational Development (GED) Certificate as a part of an ISAEP), then the GED Program Code must equal 2. • These 2 codes must be consistent with each other.	
When the Graduate/Other Completer Code is 9, the GED Program Code must be 3.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Graduate/Other Completer Code	• If the Graduate/Other completer code is 9 (General Achievement Diploma (valid beginning in the 2003-2004 school year)) then the GED Program code must be 3 = GAD • These 2 codes must be consistent with each other.	
Home Language Code is inconsistent with LEP Status Code	Fall: Fatal Spring: NA EOY: NA	Home Language Code	• The Home Language Code is required when the Limited English Proficient Status Code is NOT blank.	Refer to the valid list of home language codes at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html

Invalid Home Language Code:	Fall: Fatal Spring: Warning EOY: Warning	Home Language Code	• Blank or valid Home Language Code. • If Home Language Code is 400 (English), leave blank. • If Limited English Proficient Status is not blank; the Home Language Code is required.	This language or dialect may or may not be an individual's native language The Home Language Code must be a valid code from the list of NCES Language Codes. (Do not use 400.) Refer to the list of valid Home Language Codes at http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
The Home Language Code is required when the Limited English Proficient Status Code is NOT blank.	Fall: Fatal Spring: Warning EOY: Warning	Home Language Code	• The Home Language Code is required when the Limited English Proficient Status Code is NOT blank.	
The Home language Code must be a valid code from the list of NCES Language Codes.	Fall: Fatal Spring: Warning EOY: Warning	Home Language Code	• Check the student's language code is a valid NCES Language Code.	
Disadvantaged Status Flag is inconsistent with Homeless Status Flag	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Homeless Status Flag	• If the student record is flagged for Homeless the Disadvantaged Status Flag must be Y.	Disadvantaged Status Flag must be Y if Homeless Flag is Y. Further information is available at: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html
Disadvantaged Status Flag must be Y if Homeless Flag is Y	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Homeless Status Flag	• If the student record is flagged for Homeless the Disadvantaged Status Flag must be Y.	Further information is available at: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html

Invalid Homeless Status Flag	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Homeless Status Flag	• The term 'homeless children and youths' — (A) means individuals who lack a fixed regular, and adequate nighttime residence (B) includes — children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. Children and youths who are living in cars, parks public spaces, abandoned buildings substandard housing, bus or train stations or similar settings; and migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances. • Value must be a Y or N.	Must be Y or N, cannot be left blank. More information is available at the following links regarding the McKinney-Vento Homeless Education Assistance Improvements Act: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/adm011a.doc http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html
The Homeless Status Flag must be Y or N.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Homeless Status Flag	• Value must be a Y or N, cannot be left blank	
Country of Birth Code is inconsistent with Immigrant and Youth Status Flag	Fall: Fatal Spring: Warning EOY: Warning	Immigrant and Youth Status Flag	• An immigrant youth is identified as between the ages of 3 and 21, were not born in any State, have not been attending one or more schools in any one or more States for more than 3 full academic years.	The Country of Birth Code is required if the Immigrant and Youth Status Flag is Y.
Immigrant and Youth Status Flag is required	Fall: Fatal Spring: Fatal EOY: Fatal	Immigrant and Youth Status Flag	• Value must be a Y or N. • Y=Yes, student is classified as an Immigrant • N=No, student is not classified as an immigrant	The Immigrant Status Flag cannot be blank.

Immigrant and Youth Status may be incorrect	Fall: Warning Spring: NA EOY: NA	Immigrant and Youth Status Flag	• If this warning helped identify any student in Kindergarten, first or second grade that are immigrants, their siblings in other grades should be double-checked as well.	When the Grade Level Code is KG, KA, KP, T1, 1 or 2, and there is a Country of Birth Code, the student MAY be an immigrant. **Not all foreign-born students are immigrants. This warning is given only to help verify the accuracy of the data.**
Invalid Immigrant and Youth Status Flag	Fall: Fatal Spring: Warning EOY: Warning	Immigrant and Youth Status Flag	• Y or N is required. • The term 'immigrant children and youth' means individuals who— (A) are aged 3 through 21(B) were not born in any State (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.	The Immigrant and Youth Status Flag must be Y or N. If Immigrant Status is Y, then the Country of Birth Code is required.
The Country of Birth Code is required if the Immigrant and Youth Status Flag is Y.	Fall: Fatal Spring: Warning EOY: Warning	Immigrant and Youth Status Flag	• An immigrant youth is identified as between the ages of 3 and 21, were not born in any State, have not been attending one or more schools in any one or more States for more than 3 full academic years.	As defined by P.L. 107-100, Title III, Part C, Sec. 3301. (6) The term 'immigrant children and youth' means individuals who— • are aged 3 through 21; • were not born in any State; and • (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.
The Immigrant and Youth Status Flag must be Y or N.	Fall: Fatal Spring: Warning EOY: Warning	Immigrant and Youth Status Flag	• Y or N is required. • Immigrant Status Flag cannot be blank.	
When the Grade Level Code is KG, KA, KP, T1, 1 or 2, and there is a Country of Birth Code, the student MAY be an immigrant.	Fall: Warning Spring: NA EOY: NA	Immigrant and Youth Status Flag	• If this warning helped identify any student in Kindergarten, first or second grade that are immigrants, siblings in other grades should be double-checked as well.	Not all foreign-born students are immigrants. This warning is given only to help verify the accuracy of the data.
Graduate/Other Completer Code is inconsistent with IB Program Flag	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	International Baccalaureate Program Flag	• The IB Program Flag indicates the student is enrolled in the International Baccalaureate Program and is working toward an IB diploma. • Graduate/Other Completer Flag equaling 6 indicates the student is working toward and IB diploma.	If the Graduate/Other Completer Code is 6 then the International Baccalaureate Program Flag must be Y.

			• These two elements must be consistent with the others' codes.	
If the Graduate/Other Completer Code is 6 then the International Baccalaureate Program Flag must be Y.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	International Baccalaureate Program Flag	• The GED Program Code 1 = indicates the student is enrolled in a program leading to a GED • These two elements but be consistent with each others' codes	Graduate/Other Completer Codes 5 = General Educational Development (GED)
If the International Baccalaureate Program Flag is Y, then the Serving School must have an Institutional Focus Area of 'IB' for the current school year.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	International Baccalaureate Program Flag	• Check the IB Program Flag status and the Serving School/Center Number to insure data is correct.	
International Baccalaureate Program Flag cannot be Blank	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	International Baccalaureate Program Flag	• Value must be Y or N blanks are not accepted. • If a student is taking a state-approved IB course but is not participating in the program, the flag must be N.	The International Baccalaureate Program Flag must be Y or N.
International Baccalaureate Program Flag is inconsistent with Serving School/Center Number	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	International Baccalaureate Program Flag	• Check the IB Program Flag status and the Serving School/Center Number to insure data is correct.	If the International Baccalaureate Program Flag is Y, then the Serving School must have an Institutional Focus Area of 25 for the current school year.
Invalid International Baccalaureate Program Flag:	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	International Baccalaureate Program Flag	• Y or N is required. • Serving School/Center must be identified as having an IB program. • The IB Program Flag cannot be blank.	The International Baccalaureate Program Flag must be Y or N.
The International Baccalaureate Program Flag must be Y or N.	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	International Baccalaureate Program Flag	• Value must be a Y or N, cannot be left blank.	
Grade Level Code is inconsistent with Kindergarten Half Day Flag	Fall: Fatal Spring: Fatal EOY: Warning	Kindergarten Half Day Flag	• Insure the Grade Level Code is JK, KA, KP, KG or T1.	If the Kindergarten Half Day Flag is Y then the Grade Code Level must be JK, KA, KP, KG or T1.
If the Kindergarten Half Day Flag is Y then the Grade Code Level must be JK, KA, KP, KG or T1.	Fall: Fatal Spring: Fatal EOY: Warning	Kindergarten Half Day Flag	• If you have the student coded as a half day Kindergartener, then the grade code must be JK, KA, KP, KG or T1.	Check the student's grade code for accuracy if flagged for half-day program.

Invalid Kindergarten Half Day Flag	Fall: Fatal Spring: Fatal EOY: Warning	Kindergarten Half Day Flag	• Y=Yes, students attends half-day Kindergarten. • N=No, student does not attend half-day Kindergarten. • Y or N required. • Blanks are not permitted.	The Kindergarten Half Day Flag must be Y or N.
Kindergarten Half Day Flag must contain a Y or N	Fall: Fatal Spring: Fatal EOY: Warning	Kindergarten Half Day Flag	• N=No, Student does not attend half-day Kindergarten. • Y=Yes, Student does attend half-day Kindergarten	When the Grade Level Code is JK, KA, KP, KG or T1, the Kindergarten Half Day Flag must be Y or N.
The Kindergarten Half Day Flag must be Y or N.	Fall: Fatal Spring: Fatal EOY: Warning	Kindergarten Half Day Flag	• Y=Yes, students attends half-day Kindergarten. • N=No, student does not attend half-day Kindergarten. • Y or N required. • Blanks are not permitted.	
Invalid Kindergarten Readiness Assessment Flag	Fall: Fatal Spring: Fatal EOY: Fatal	Kindergarten Readiness Assessment Flag	• Must be Y or N; • If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code = KA, KP or KG.	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the student's first day of kindergarten
Invalid Kindergarten Readiness Assessment Flag Must be Y or N.	Fall: Fatal Spring: Fatal EOY: Fatal	Kindergarten Readiness Assessment Flag	• Must be Y or N; cannot be blank • If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code = KA, KP or KG.	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the student's first day of kindergarten
Kindergarten Readiness Assessment Flag must be Y if Student turns 5 between October 1 and December 31 and the Grade Level Code = KA, KP, or KG	Fall: Fatal Spring: Fatal EOY: Fatal	Kindergarten Readiness Assessment Flag	• Must be Y or N; • If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code = KA, KP or KG.	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the his/her first day of kindergarten
Kindergarten Readiness Assessment Flag must be Y or N.	Fall: Fatal Spring: Fatal EOY: Fatal	Kindergarten Readiness Assessment Flag	• Must be Y or N; cannot be blank	N=No, student was NOT given a kindergarten readiness assessment Y=Yes, student was given a kindergarten readiness assessment
Kindergarten Readiness Assessment is inconsistent with Birth date and Grade Level Code	Fall: Fatal Spring: Fatal EOY: Fatal	Kindergarten Readiness Assessment Flag	• Kindergarten Readiness Assessment Flag is required if Student turns 5 between October 1 and December 31 and the Grade Level Code = KA, KP, KG.	If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code must be KA, KP or KG.
Invalid LEP Proficiency Code	Fall: Fatal Spring: Fatal	LEP Proficiency Code	• Insure the field is blank OR is a valid	The Limited English Proficiency Level Code must be blank or a state-assigned LEP Code

	EOY: Fatal SUM: Fatal EIMS: Fatal		Limited English Proficiency Level Code. • 1=Proficiency Level 1; • 2=Proficiency Level 2; • 3=Proficiency Level 3; • 4=Proficiency Level 4	
LEP Proficiency Code is inconsistent with LEP Status Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	LEP Proficiency Code	• Must be blank or; • 1=Proficiency Level 1 • 2=Proficiency Level 2 • 3=Proficiency Level 3 • 4=Proficiency Level 4	When the LEP Status Code is 1 or 4, LEP Proficiency Code cannot be blank
For students receiving LEP services, school-aged students are ages 2 through 22 as of August 1st.	Fall: Warning Spring: Warning EOY: Warning	LEP Status Code	• Carefully check the Date of Birth for accuracy. • Carefully check the LEP Status Code for accuracy. • Age must be between 2 and 22 if receiving LEP Services.	
Home Language Code is inconsistent with Limited English Proficient Status Code	Fall: Fatal Spring: NA EOY: NA	LEP Status Code	• The Home Language Code is required when the Limited English Proficient Status Code is NOT blank.	Refer to the valid list of home language codes at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
Invalid Limited English Proficient Status Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	LEP Status Code	• Blank; • 1=LEP and Receiving Services • 2=LEP and on Monitor Status-1st year; • 3=LEP and on Monitor Status-2nd year; • 4=Identified as LEP, but not receiving services • 5=First Year Post-Monitor Status (FLEP1) • 6=Second Year Post-Monitor Status (FLEP2)	As of October 1st (or the date the student was originally found eligible for services if it was after October 1 of the current school year)
LEP Proficiency Code is inconsistent with LEP Status Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	LEP Proficiency Code	• Must be blank or; • 1=Proficiency Level 1 • 2=Proficiency Level 2 • 3=Proficiency Level 3 • 4=Proficiency Level 4	When the LEP Status Code is 1 or 4, LEP Proficiency Code cannot be blank
Not within age range for students receiving LEP services	Fall: Warning Spring: Warning EOY: Warning	LEP Status Code	• Carefully check the Date of Birth for accuracy. • Carefully check the LEP Status Code for accuracy.	For students receiving LEP services, school-aged students are ages 2 through 22 as of August 1st.

			• Age must be between 2 and 22 if receiving LEP Services.	
The LEP Proficiency Code cannot be blank if the Limited English Proficient Status Code is 1 or 4.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	LEP Proficiency Code	• Must be blank or; • 1=Proficiency Level 1 • 2=Proficiency Level 2 • 3=Proficiency Level 3 • 4=Proficiency Level 4	
The LEP Proficiency Code must be blank or a state-assigned LEP Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	LEP Status Code	• Blank; • 1=LEP and Receiving Services • 2=LEP and on Monitor Status-1st year; • 3=LEP and on Monitor Status-2nd year; • 4=Identified as LEP, but not receiving services • 5=First Year Post-Monitor Status (FLEP1) • 6=Second Year Post-Monitor Status (FLEP2)	As of October 1st (or the date the student was originally found eligible for services if it was after October 1 of the current school year)
Disadvantaged Status Flag is inconsistent with Migrant Status Flag	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Migrant Status Flag	• If the student record is also flagged for Migrant, the Disadvantaged Status Flag must be Y.	Disadvantaged Status Flag must be Y if Migrant Flag is Y Further information is available at: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html
Disadvantaged Status Flag must be Y if Migrant Flag is Y	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Migrant Status Flag	• If the student record is also flagged for Migrant, the Disadvantaged Status Flag must be Y.	Further information is available at: http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html
Invalid Migrant Status Flag	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Migrant Status Flag	• The term 'migratory child' means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work— (A) has	The Migrant Status Flag must be Y or N

			moved from one school district to another (B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity. • Value must be a Y or N	
The Migrant Status Flag must be Y or N	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Migrant Status Flag	• Cannot be blank, value must be a Y or N	
Invalid Neglected/Delinquent Status Flag	Fall: Fatal Spring: Warning EOY: Warning	Neglected/Delinquent Status Flag	• In order to be counted as neglected/delinquent, a child age 5 through 17 must: (A) live in an "Institution for neglected children and youth," which means a public or private residential facility, other than a foster home, that is operated primarily for the care of children and youth who have been committed to the institution or voluntarily placed in the institution under applicable State law due to abandonment, neglect, or death of their parents or guardians (B) have had an average length of stay in the institution of at least 30 days; or must live in an "Institution for delinquent children and youth," which means a public or private residential facility that is operated for the care of children and youth who (C) have been adjudicated to be delinquent or in need of supervision and (D) have had an average length of stay in the institution of at least 30 days. • Value must be Y or N.	The Neglected/Delinquent Status Flag must be Y or N.
Neglected/Delinquent Status Flag is required	Fall: Fatal Spring: NA EOY: NA	Neglected/Delinquent Status Flag	• Value must be Y or N blanks are not accepted.	

			• Cannot be blank	
The Neglected/Delinquent Status Flag must be Y or N.	Fall: Fatal Spring: Warning EOY: Warning	Neglected/Delinquent Status Flag	• Value must be a Y or N, cannot be left blank	
Invalid Non-Public Student FTE	Fall: Fatal Spring: Fatal EOY: Fatal	Non-Public Student FTE	• Blank or; 10 = student takes a course NOT approved for SOQ reimbursement 25 = student takes 1 course approved for SOQ reimbursement 50 = student takes 2 or more courses approved for SOQ reimbursement	FTE can include home-schooled and private school students. These are reported as implied decimals without the decimal point.
The Non-Public Student FTE must be blank or 10, 25, or 50.	Fall: Fatal Spring: Fatal EOY: Fatal	Non-Public Student FTE	• Must be 10, 25, 50 or blank.	
Disability Code is inconsistent with Special Ed Weekly Time %	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal SUM: Fatal	Primary Disability Code	• If Grade Level Code is KA, KP, KG, T1, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required. • If Primary Disability Code is blank, Special Education Weekly • Time Percent must be blank.	The Special Ed Weekly Time % must be blank if the Primary Disability Code is blank or 15.
Graduate/Other Completer Code is inconsistent with Disability Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal SUM: Fatal	Primary Disability Code	• Graduate/Other Completer Code equaling 3, 7, or 10 indicates the student is working toward a (3) Special Diploma or a (7) Modified Standard Diploma. (10) No award in this school year -school-age student whose IEP allows for multiple years in grade 12 • The Disability Code is required in this situation. • These two elements should be consistent with each other's codes.	When the Graduate/Other Completer Code is 3, 7 or 10, a Disability Code (other than 15) is required.
Invalid Primary Disability Code:	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal SUM: Fatal	Primary Disability Code	• Insure this field is either a valid state assigned Disability Code or blank. • It is required if the Serving Division number = 600.	The Primary Disability Code must be blank or a valid numeric Disability Code Listed below are the state-approved Disability Codes. The numeric code must be used for this element. 1=MR - Mental retardation 2=SD - Severe disability

				3=MD - Multiple disabilities
				4=OI - Orthopedic impairment
				5=VI - Visual impairment
				6=HI - Hearing impairment
				7=SLD - Specific learning disability
				8=ED - Emotional disturbance
				9=SLI - Speech or language
				10=OHI - Other health impairment
				12=DB - Deaf-blindness
				13=AUT - Autism
				14=TBI - Traumatic brain injury
				15=504 - Qualified individual with
				      Disabilities under Section 504
				      of the Rehabilitation Act
				16=DD - Developmental delay

Missing Special Ed Weekly Time %	Fall: Fatal Spring: Warning EOY: Warning	Primary Disability Code	• Special Ed Weekly Time is required if the Grade Code is KA, KP, KG, T1, 1,2, 3 and Disability is not blank and Disability is not 15.	The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3 and the Primary Disability Code is not blank or 15.
Primary Disability Code is inconsistent with Serving School	Fall: Fatal Spring: Fatal EOY: Fatal	Primary Disability Code	• The Primary Disability Code is inconsistent with Serving School #9997. Students served in the local or regional jails must have a Primary Disability Code.	The Primary Disability Code cannot be blank or 15 (504) for students reported at 9997 schools.
Serving Division Code is inconsistent with Primary Disability Code and Tuition Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal SUM: Fatal	Primary Disability Code	• Insure there is a valid Division Code listed. • If the Serving Code is 600 then the Primary Disability Code cannot be blank. • Serving Division Code must be numeric.	Unless the Tuition Code is 3, the Primary Disability Code is required when the Serving Division is 600. The Primary Disability Code cannot be equal to 15.
Special Ed Weekly Time % is inconsistent with Grade Level Code and Primary Disability Status Code	Fall: Fatal Spring: NA EOY: NA	Primary Disability Code	• If the student's Disability Code is not blank or 15 (504), and the Grade Level Code is KA, KP, T1, 1, 2, or 3, then the Special Ed Weekly Time % field is required • Must be a whole number between 1 – 100	The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3 and the Primary Disability Code is not blank or 15.
The Primary Disability Code cannot be blank for students at Serving School 9997	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Primary Disability Code	• Students at School 9997 must have a Primary Disability Code, but not equal to 15 (504)	Only Special Education Students are served in the local or regional jails.

The Primary Disability Code must be blank or a valid numeric Disability Code.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal SUM: Fatal	Primary Disability Code	• If the student's Primary Disability Code is not blank, verify that it is a valid numeric code.	1=MR - Mental retardation 2=SD - Severe disability 3=MD - Multiple disabilities 4=OI - Orthopedic impairment 5=VI - Visual impairment 6=HI - Hearing impairment 7=SLD - Specific learning disability 8=ED - Emotional disturbance 9=SLI - Speech or language 10=OHI - Other health impairment 12=DB - Deaf-blindness 13=AUT - Autism 14=TBI - Traumatic brain injury 15=504 - Qualified individual with Disabilities under Section 504 of the Rehabilitation Act 16=DD - Developmental delay
The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3 and the Primary Disability Code is not blank or 15.	Fall: Fatal Spring: Warning EOY: Warning	Primary Disability Code	• Special Ed Weekly Time % is inconsistent with Grade Level Code and Primary Disability Status Code	
The Special Ed Weekly Time % must be blank if the Primary Disability Code is blank or 15.	Fall: Fatal Spring: Warning EOY: Warning	Primary Disability Code	• If Grade Level Code is KA, KP, KG, T1, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required. • If Primary Disability Code is blank, Special Education Weekly • Time Percent must be blank.	
The Special Ed Weekly Time % must be blank if the Primary Disability Code is blank or 15.	Fall: Fatal Spring: Warning EOY: Warning	Primary Disability Code	• If Grade Level Code is KA, KP, KG, T1, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required. • If Primary Disability Code is blank, Special Education Weekly • Time Percent must be blank.	
Unless the Tuition Code is 3, the Primary Disability Code is required when the Serving	Fall: Fatal Spring: Fatal EOY: Fatal	Primary Disability Code	• If the Serving Division Code = 600, the Primary Disability Code is required and cannot be 15 (504).	

Division is 600. The Primary Disability Code cannot be equa to 15.	EIMS: Fatal SUM: Fatal			
Data has not been reported for every school in the Division.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Responsible Division Number	• Error will be shown for each school that is missing data within the division	
Data is not reported for every grade in the school.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Error will be shown for each grade that is missing data within the reporting school	
If the Tuition Paid Code equals 10, 11, or 12 then the Responsible Division Number must be 888	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Check that the Tuition Paid Codes are: 10=Tuition Received from a Contiguous State offering same privileges to VA students, 11= Tuition Received from a Contiguous State NOT offering same privileges to VA students, 12=Tuition Received from a Non-Contiguous State. • Make sure the Responsible Division is 888.	The Responsible Division Number must be 888 when Tuition Paid Code is 10, 11 or 12.
If the Tuition Paid Code equals 5, then the Responsible Division's must be less than 220	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Check that: Tuition Paid Code of 5=Received Tuition from Another LEA. • Check that: The Responsible Division Number is less than 220.	The Responsible Division Number must be less than 220 when the Tuition Paid Code is 5.
Invalid Responsible Division Number.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Make sure number is a valid institution within the ed-agency. • Must be numeric. • Insure the number is a valid three-digit, state-assigned Division Number where: A) the student resides, B) attends a school through open enrollment, or C) tuition is waived.	Divisions whose Division Number is less than or equal to 219, OR equal to 900 will submit a report to VDOE. Division/School Codes are posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html Must be a valid state-assigned Division Number
Must be a valid state-assigned Division Number	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Insure the number is a valid three-digit, state-assigned Division Number	

Responsible Division cannot report if Serving Division Number is less than 220	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Make sure that data is a three-digit state-assigned Division number of the division where: the student resides, attends a school through open enrollment, or tuition is waived. • In general, the Serving Division reports all the students served in their schools.	If the Serving Division number is greater than 219 OR not equal to 900, the Responsible Division must report the records of those students. The Responsible Division cannot report this record if the Serving Division is an LEA. (LEAs have Division Numbers less than 220.)
Responsible Division inconsistent with Serving Division	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Responsible Division Number	• The Responsible and Serving Division mus the same if the student is served at a Local or Regional Jail (9997).	
Responsible Division must equal Serving Division if Serving School is 9997	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Responsible Division Number	• The Responsible and Serving Division mus the same if the student is served at a Local or Regional Jail (9997).	
School Choice Status Code is inconsistent with Responsible Division and Serving Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Verify that correct School Choice Status code is associated with this student record. • 1=Applied to transfer to another school BUT the request was not granted for Schoo Choice under 1116 of Title I; • 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I • 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	If School Choice Status Code = 3, then Responsible School cannot be Serving School.
Serving Division Code is inconsistent with Responsible Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Check Serving Division number for accuracy • Responsible Division cannot report this student if the Serving Division number is less than 220	The Responsible Division cannot report this record if the Serving Division is an LEA. (LEAs have Division Numbers less than 220.)

Serving Institution is inconsistent with Reporting and Responsible Division:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Insure this is a Four-Digit, State-Assigned School Number that identifies the school center, program, or placement that provides services to the student.	The Responsible School must be a regular Virginia public school when the Serving School is not. Division/School Codes are posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html
Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report.	Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• If the Reporting Division equals the Responsible Division and the Tuition Paid Code = 5, the record should not be on this report.	
The division that reports the student must be either the Responsible Division or the Serving Division.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Check to see that the Reporting Division is the same as the Responsible Division or the Serving Division.	The reporting division is inconsistent with the Responsible Division and the Serving Division
The Reporting division is inconsistent with the Responsible Division and the Serving Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Check all Reporting, Responsible, and Serving Division numbers • Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report.	The division that reports the student must be either the Responsible Division or the Serving Division.
The Reporting division is inconsistent with the Responsible Division and the Serving Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Check all Reporting, Responsible, and Serving Division numbers • Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report.	The division that reports the student must be either the Responsible Division or the Serving Division.
The Responsible Division cannot report this record if the Serving Division is an LEA. (LEAs have Division Numbers less than 220 and Division 900.)	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• If the Serving Division number is greater than 219 OR not equal to 900, the Responsible Division must report the records of those students	
Tuition Paid Code is inconsistent with Reporting Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Check to see that the Responsible and Reporting are the same. • Check to see if Tuition Paid Code is 5=Received Tuition from Another LEA.	Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report.
Tuition Paid Code is inconsistent with Reporting	Fall: Fatal Spring: Fatal	Responsible Division	• Check to see that the Responsible and	Students for whom tuition is paid to another LEA are not included on this report. They are included

Division	EOY: Fatal SUM: Fatal EIMS: Fatal	Number	Reporting are the same. • Check to see if Tuition Paid Code = 5 or 16, then the Responsible Division must be less than 220. • The Responsible Division Number must be 888 when Tuition Paid Code is 10, 11 or 12.	in the Serving Division's report. If the Tuition Paid Code = 5 or 16, then the Responsible Division must be less than 220.
Tuition Paid Code is inconsistent with Serving and Responsible Divisions	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Make sure Tuition Paid Code is blank. • Check that the Serving and Responsible Divisions are the same.	The Tuition Paid Code must be blank when the Serving Division and the Responsible Division are the same.
Tuition Paid Code is inconsistent with Serving and Responsible Divisions	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Make sure Tuition Paid Code is blank. • Check that the Serving and Responsible Divisions are the same.	The Tuition Paid Code must be blank when the Serving Division and the Responsible Division are the same.
Tuition Paid Code is required	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible Division Number	• Check to see if Responsible and Serving Divisions are different or same. • If they are different, there must be a Tuition Paid Code. • If they are the same, the Tuition Paid Code is blank.	The Tuition Paid Code is required when the Responsible Division and the Serving Division are NOT the same.
W412 Exit Code inconsistent with Reporting Division and School	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Responsible Division Number	• Exit/Withdraw Code W412 (transfer from a State Operated Program) can only be used by State Operated Program divisions	W412 was added only for State Operated Programs to use when no other withdraw code applies.
A center cannot be a Responsible School	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	• Data must be numeric • Make sure this is a four-digit state-assigned School number of the school where: A.) The student resides, B.) Attends a school through open enrollment or C.) Tuition is waived.	If there is a student who is enrolled in a half-day program at a Governor's School or other type of regional center or school, the record should reflect the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center. When the Responsible School is within the Virginia Public School System then it must be a school that has Fall Membership.
Data is not reported for every	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Responsible School Number	• Carefully go back through the data to insure there are no Blanks in the information for the Grade Levels.	Data is not reported for every grade in the school.

grade in the school	EIMS: Fatal			
Invalid Responsible School Number	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	- Data must be numeric. - Make sure this is a Four-Digit State-Assigned School Number of the school where: A.) The student resides, B.) Attends a school through open enrollment, or C.) Tuition is waived.	This school is not in the Responsible Division. Refer to the list of Division/School Codes posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html
Invalid School Number	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	Do not use Quad 8 (8888) codes for Responsible or Serving School Numbers	Quad 8 (8888) codes can only be used for school numbers on assessment answer documents .
Missing Data for some schools in the division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	Carefully go back through the data to insure there are no Blanks in the Responsible School Number Element.	Data has not been reported for every school in the Division.
Quad 8 (8888) codes can only be used for School numbers on assessment answer documents.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	Do not use Quad 8 (8888) codes for Responsible or Serving School Numbers	
Reported data for a specific grade must be within the grade range or the Responsible School.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	.Make sure the grade code for this student is accurate.	The grade code for this student must be within the grade range of the Responsible School
Reported Grade Code is outsid the reporting school.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	Check the Grade Level Code that it is within the range of the Reporting School number.	The reported Grade Level Code must be within the grade range for the reporting school
Reported Grade Code is outside the grade range of the Responsible School	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	Verify grade of the student, it must be a valid grade range for the Responsible school	Reported Grade Code is outside the grade grange of the Responsible
Responsible School is not in Title I NCLB Sanctions	Fall: Fatal Spring: Fatal	Responsible School Number	Insure the Responsible School is in NCLB sanctions	If the Supplemental Services Status Code is not blank, the School must be in at least Year 1 or

	EOY: Fatal SUM: Fatal EIMS: Fatal		• Insure the Responsible School is Title I School Wide or Targeted Assisted • If student's School Choice Status Code = 3, then Responsible School cannot equal Serving School Check Student's Supplemental Education Services Provider Number English Code	later of NCLB Sanctions for School Choice
Serving Institution is inconsistent with Reporting and Responsible Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	• Insure this is a Four-Digit, State-Assigned School Number that identifies the school center, program, or placement that provides services to the student.	The Responsible School must be a regular Virginia public school when the Serving School is not. Refer to the list of Division/School Codes posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html
Serving School/Center Code is inconsistent with Responsible School Number	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	• Check Responsible School Number for accuracy • The Responsible School must be a regular Virginia public school when the Serving School is not.	When the Serving School/Center is not a regular public school in Virginia the Responsible school must be
The Responsible Division Number must be 888 when Tuition Paid Code is 10, 11 or 12.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	• Check Responsible School Number for accuracy • The Responsible School must be a regular Virginia public school when the Serving School is not.	
The Responsible Division Number must be less than 220 when the Tuition Paid Code is 5 or 16.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	• Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report. • If the Tuition Paid Code = 5 or 16, then the Responsible Division must be less than 220.	
The Responsible School must be a regular Virginia public school when the Serving School is not.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	• Serving School/Center Code is inconsistent with Responsible School Number • Check Responsible School Number for accuracy	Refer to the list of Division/School Codes posted at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html
This School is not in the Responsible Division.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Responsible School Number	• Check to verify the school is within the Responsible division.	

	EIMS: Fatal			
When the Responsible School is within the Virginia Public School System then it must be a school that has Fall Membership.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Responsible School Number	• A center cannot be a Responsible School	
Graduate/Other Completer code is inconsistent with Retention Flag	Fall: Warning Spring: Warning EOY: Fatal SUM: Fatal	Retention Flag	• A student coded as Retained should not have a Graduate/Completer Code	Students being retained do not earn diplomas or other completion documents.
Graduate/Other Completer Code is required when Grade Level Code is 12, Retention Flag is N and the Active Status Code is A.	Fall: NA Spring: NA EOY: Fatal SUM: Fatal	Retention Flag	• Graduate/Other Completer Code is required if Grade Code is12 and Retention Flag is N. • Active Status Flag must be "A".	
If the Graduate/Other Completer Code is 10 or 11, then Retention Flag must be N	Fall: Warning Spring: Warning EOY: Fatal	Retention Flag	• Make sure the Graduate/Other Complete Code is valid • Make sure Retention Flag is N	
Graduate/Other Completer Code data can not be reported for a 12th Grade Student with a Retention Flag = Y	Fall: NA Spring: NA EOY: Fatal SUM: Fatal	Retention Flag	• A 12th Grade student marked as Retained does not earn a diploma or other completion document. • Active Status Flag must be "A".	
Invalid Retention Flag	Fall: Warning Spring: Warning EOY: Fatal	Retention Flag	• Value cannot be Blank, must be Y or N.	If Graduate/Other Completer Code is not null, then Retention Flag must be N.
Retention Flag is inconsistent with Grade Level Code and Graduate/Other Completer Code	Fall: Warning Spring: Warning EOY: Fatal	Retention Flag	• Retention Flag Codes are: Y=Yes, student was retained N=No, student was not retained (the student was promoted or graduated) • Insure the Grade is 12 if Retention Flag is Y	The Retention Flag must be Y if the Grade Level Code is 12 and the Graduate/Other Completer Code is blank.
Retention Flag is inconsistent with Graduate/Other Completer Code:	Fall: Warning Spring: Warning EOY: Fatal	Retention Flag	• Make sure the Graduate/Other Complete Code is valid • Make sure Retention Flag is N	If the Graduate/Other Completer Code is 10 or 11, then Retention Flag must be N
Retention Flag is required.	Fall: Warning Spring:	Retention Flag	• Value must be Y or N blanks are not accepted.	

	Warning EOY: Fatal			
The Retention Flag must be Y or N.	Fall: Warning Spring: Warning EOY: Fatal	Retention Flag	• Value must be Y or N, cannot be left blank	
If School Choice Status Code = 3, then Responsible School cannot be Serving School.	Fall: Fatal Spring: FATAL EOY: FATAL	School Choice Status Code	• Verify that correct School Choice Status code is associated with this student record.	
If the School Choice Status Code is not blank, then the Responsible School must be in NCLB Sanctions.	Fall: Fatal Spring: Fatal EOY: Fatal	School Choice Status Code	• The Responsible School must be in NCLB sanctions and the Responsible School must be Title I School Wide or Targeted Assisted	
Invalid School Choice Status	Fall: Fatal Spring: Fatal EOY: Fatal	School Choice Status Code	• Blank or: • 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I; • 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I • 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	If not blank, the Responsible School must be in NCLB sanctions and the Responsible School must be Title I School Wide or Targeted Assisted If School Choice Status Code = 3, then Responsible School cannot be the same as the Serving School
Must be blank or a state assigned School Choice Status Code.	Fall: Fatal Spring: Fatal EOY: Fatal	School Choice Status Code	• Blank or: • 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I; • 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I • 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	
School Choice Status Code is inconsistent with Responsible Division and Serving Division	Fall: Fatal Spring: FATAL EOY: FATAL	School Choice Status Code	• Verify that correct School Choice Status code is associated with this student record. • 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I;	If School Choice Status Code = 3, then Responsible School cannot be Serving School.

			• 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I • 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	
Supplemental Education Services Status Code must be blank if School Choice Status Code is not blank.	Fall: Fatal Spring: Fatal EOY: Fatal	School Choice Status Code	• Supplemental Education Services Status Code must be blank if School Choice Status Code = 3	
If the Tuition Paid Code equals 15 then the Serving Division must be 888	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check that the Tuition Paid is15=Paid to a School Division Outside of the Commonwealth of Virginia. • Make sure the Serving Division is 888.	The Serving Division Code must be 888 when Tuition Paid Code is 15.
If the Tuition Paid Code equals 3, then the Serving Division's Ed Agency Type ID must be 7	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check that the Tuition Paid Code of 3=Paid Tuition to Private Institution, is equal to the Serving Division's Ed Agency Type ID of 7.	When the Tuition Paid Code is 3, the Division Type of the Serving School must be "Other".
Invalid Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Insure the data is a Three-Digit, State Assigned Division Number that identifies the Division or Agency that provides services to the student.	The Serving Division Code must be a valid, state-assigned Division Number.
Reported Grade Code is outside the grade range of the reporting school.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Verify the student's grade is within the grade range of the reporting school.	
Responsible Division inconsistent with Serving Division	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving Division Number	• The Responsible and Serving Division must the same if the student is served at a Local or Regional Jail (9997).	
Responsible Division must equal Serving Division if	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving Division Number	• The Responsible and Serving Division must the same if the student is served at a Local or Regional Jail (9997).	

Serving School is 9997				
School Choice Status Code is inconsistent with Responsible Division and Serving Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Verify that correct School Choice Status code is associated with this student record. • 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I; • 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I • 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	If School Choice Status Code = 3, then Responsible School cannot be Serving School.
Serving Division Code is inconsistent with Primary Disability Code and Tuition Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Insure there is a valid Division Code listed. • If the Serving Code is 600 then the Primary Disability Code cannot be blank. • Serving Division Code must be numeric.	Unless the Tuition Code is 3, the Primary Disability Code is required when the Serving Division is 600. The Primary Disability Code cannot be equal to 15.
Serving Division Code is inconsistent with Primary Disability Code and Tuition Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Insure there is a valid Division Code listed. • If the Serving Code is 600 then the Primary Disability Code cannot be blank. • Serving Division Code must be numeric.	Unless the Tuition Code is 3, the Primary Disability Code is required when the Serving Division is 600. The Primary Disability Code cannot be equal to 15.
Serving Division Code is inconsistent with Responsible Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check Serving Division number for accuracy • Responsible Division cannot report this student if the Serving Division number is less than 220	The Responsible Division cannot report this record if the Serving Division is an LEA. (LEAs have Division Numbers less than 220.)
Serving Division Code is inconsistent with Responsible	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Serving Division Number	• Check Serving Division number for accuracy • Responsible Division cannot report this	The Responsible Division cannot report this record if the Serving Division is an LEA. (LEAs have Division Numbers less than 220.)

Division	EIMS: Fatal		student if the Serving Division number is less than 220	
Serving Institution is inconsistent with Reporting and Responsible Division:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Insure this is a Four-Digit, State-Assigned School Number that identifies the school center, program, or placement that provides services to the student.	The Responsible School must be a regular Virginia public school when the Serving School is not. Refer to valid Division/School Numbers at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
The division that reports the student must be either the Responsible Division or the Serving Division.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check to see that the Reporting Division is the same as the Responsible Division or the Serving Division.	The reporting division is inconsistent with the Responsible Division and the Serving Division
The Reporting division is inconsistent with the Responsible Division and the Serving Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check all Reporting, Responsible, and Serving Division numbers • Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report.	The division that reports the student must be either the Responsible Division or the Serving Division.
The Reporting division is inconsistent with the Responsible Division and the Serving Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check all Reporting, Responsible, and Serving Division numbers • Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report.	The division that reports the student must be either the Responsible Division or the Serving Division.
The Responsible Division cannot report this record if the Serving Division is an LEA. (LEAs have Division Numbers less than 220.)	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• If the Serving Division number is greater than 219 OR not equal to 900, the Responsible Division must report the records of those students	
The Serving Division Code must be a valid, state-assigned Division Number.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Verify the Serving Division number is a valid state-assigned code.	
The Serving Division is inconsistent with the Tuition Paid Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check Tuition Paid Code is accurate for this student.	If the Tuition Paid Code = 7, then the Serving Division cannot be 999 or 888
Tuition Paid Code (3)	Fall: Fatal	Serving	• Check that the Tuition Paid Code of 3=Paid	When the Tuition Paid Code is 3, the Division

inconsistent with Serving Division Code	Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Division Number	Tuition to Private Institution, is equal to the Serving Division's Ed Agency Type ID of 7.	Type of the Serving School must be "Other".
Tuition Paid Code (4) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check that the Tuition Paid Code of 4=Paid Tuition to Regional Center, is equal to the Serving Division's Ed Agency Type ID of 4 (Regional Education Services).	: When the Tuition Paid Code is 4, the Division Type of the Serving School must be "Regional Education Services".
Tuition Paid Code (5) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check that: Tuition Paid Code of 5=Received Tuition from Another LEA. • Check that: The Serving Division Number is less than 220.	The Serving Division Number must be less than 220 when the Tuition Paid Code is 5.
Tuition Paid Code (15) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check that the Tuition Paid is15=Paid to a School Division Outside of the Commonwealth of Virginia. • Make sure the Serving Division is 888.	The Serving Division Code must be 888 when Tuition Paid Code is 15.
Tuition Paid Code (2) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check to see that the Paid Tuition is 2=Paid Tuition to State Supported Institution. • Check to see that the Serving Division's Ed Agency Type ID is 5 (State Agency).	When the Tuition Paid Code is 2, the Division Type of the Serving School must be "State Agency"
Tuition Paid Code is inconsistent with Serving and Responsible Divisions	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Make sure Tuition Paid Code is blank. • Check that the Serving and Responsible Divisions are the same.	The Tuition Paid Code must be blank when the Serving Division and the Responsible Division are the same.
Tuition Paid Code is inconsistent with Serving and Responsible Divisions	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Make sure Tuition Paid Code is blank. • Check that the Serving and Responsible Divisions are the same.	The Tuition Paid Code must be blank when the Serving Division and the Responsible Division are the same.
Tuition Paid Code is required	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	• Check to see if Responsible and Serving Divisions are different or same. • If they are different, there must be a Tuition Paid Code. • If they are the same, the Tuition Paid Code is blank.	The Tuition Paid Code is required when the Responsible Division and the Serving Division are NOT the same.

Tuition Paid Code is required:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	- Check to see if Responsible and Serving Divisions are different or same. - If they are different, there must be a Tuition Paid Code. - If they are the same, the Tuition Paid Code is blank.	The Tuition Paid Code is required when the Responsible Division and the Serving Division are NOT the same.
Tuition Paid Code must be equal to the Serving Division's Ed Agency Type ID	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	Check that the Tuition Paid Code of 4=Paid Tuition to Regional Center, is equal to the Serving Division's Ed Agency Type ID of 4 (Regional).	When the Tuition Paid Code is 4, the Division Type of the Serving School must be "Regional Education Services".
Tuition Paid Code of 2 is inconsistent with the Serving Division's Ed Agency Type ID of 5	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Serving Division Number	- Check to see that the Paid Tuition is 2=Paid Tuition to State Supported Institution. - Check to see that the Serving Division's Ed Agency Type ID is 5 (State Agency).	When the Tuition Paid Code is 2, the Division Type of the Serving School must be "State Agency"
When Tuition Paid Code is 7, the Serving Division Code cannot be 999 or 888	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving Division Number	- Check to see that the Tuition Paid Code is 7 = Served Through CSA - Make sure Serving Division is not 888 or 999.	
When Tuition Paid Code is 7, the Serving Division Number cannot be 888 or 999	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving Division Number	If the Tuition Paid Code = 07 = Served Through CSA, then the Serving Division Number cannot be 888 = Public School Outside of VA or 999 = Other Agency.	The Serving Division is inconsistent with the Tuition Paid Code.
A center cannot be a Responsible School	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Center Number	- Data must be numeric - Make sure this is a four-digit state-assigned School number of the school where: A.) The student resides, B.) Attends a school through open enrollment or C.) Tuition is waived.	If there is a student who is enrolled in a half-day program at a Governor's School or other type of regional center or school, the record should reflect the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center. When the Responsible School is within the Virginia Public School System then it must be a school that has Fall Membership.
Active Status Code is inconsistent with Serving School	Fall: Fatal Spring: Fatal EOY: Fatal	Serving School/Center Number	The Active Status Code must be N when the Serving School is 9997.	Students being served in the local or regional jails must be reported with Active Status Code = N.
If the International Baccalaureate Program Flag is	Fall: Warning Spring:	Serving School/Center	Check the IB Program Flag status and the Serving School/Center Number to insure	

Y, then the Serving School must have an Institutional Focus Area of 'IB' for the current school year.	Warning EOY: Fatal	Number	data is correct.	
International Baccalaureate Program Flag is inconsistent with Serving School/Center Number	Fall: Warning Spring: Warning EOY: Fatal	Serving School/Center Number	• Check the IB Program Flag status and the Serving School/Center Number to insure data is correct.	If the International Baccalaureate Program Flag is Y, then the Serving School must have an Institutional Focus Area of 25 for the current school year.
Invalid School Number	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Center Number	• Do not use Quad 8 (8888) codes for Responsible or Serving School Numbers	Quad 8 (8888) codes can only be used for school numbers on assessment answer documents .
Missing Serving School Number	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Center Number	• The school or center's number must be a valid school code within the Serving Division. • Insure there is a valid Four-Digit, State-Assigned School Number.	Refer to the Membership scenarios posted at: http://www.pen.k12.va.us/VDOE/Publications/NCLB/mem-scen.doc Refer to valid Division/School Numbers at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
Primary Disability Code is inconsistent with Serving School	Fall: Fatal Spring: Fatal EOY: Fatal	Serving School/Center Number	• The Primary Disability Code is inconsistent with Serving School #9997. Students served in the local or regional jails must have a Primary Disability Code.	The Primary Disability Code cannot be blank or 15 (504) for students reported at 9997 schools.
Reported data for a specific grade must be within the grade range for the reporting school.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Center Number	• Verify grade of the student, it must be a valid grade range for the reporting school.	
Reported data for a specific grade must be within the grade range or the Serving School.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Center Number	• Make sure the grade code for this student is accurate.	The grade code for this student must be within the grade range of the Serving School
Reported Grade Code is outside the grade range of the Serving School	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Center Number	• Verify grade of the student, it must be a valid grade range for the Serving school	

Serving Institution is inconsistent with Reporting and Responsible Division:	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Center Number	• Insure this is a Four-Digit, State-Assigned School Number that identifies the school center, program, or placement that provides services to the student.	The Responsible School must be a regular Virginia public school when the Serving School is not. Refer to valid Division/School Numbers at: http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html
Serving School/Center Code is inconsistent with Responsible School Number	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Center Number	• Check Responsible School Number for accuracy • The Responsible School must be a regular Virginia public school when the Serving School is not.	When the Serving School/Center is not a regular public school in Virginia the Responsible school must be
Responsible Division cannot report if Serving Division Number is less than 220	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Division Number	• Make sure that data is a three-digit state-assigned Division number of the division where: the student resides, attends a school through open enrollment, or tuition is waived. • In general, the Serving Division reports all the students served in their schools.	If the Serving Division number is greater than 219 OR not equal to 900, the Responsible Division must report the records of those students. The Responsible Division cannot report this record if the Serving Division is an LEA. (LEAs have Division Numbers less than 220.)
Serving School must be Title I School Wide or Targeted Assisted.	Fall: Fatal Spring: Fatal EOY: Fatal	Serving School/Division Number	• Supplemental Educational Services Status Code inconsistent with Serving School Title I Status	
Students reported with Serving School 9997 must have an Active Status Code = N	Fall: Fatal Spring: Fatal EOY: Fatal SUM: FATAL	Serving School/Division Number	• Use Active Status Code N to report students being served at the local or regional jails.	
Students with Serving School 9997 are not allowed on the Summer Student Record File submission	SUM: FATAL	Serving School/Division Number	• The Summer Student Record Collection is only for summer graduates. Graduate data must be reported at a regular school.	
The Primary Disability Code cannot be blank for students at Serving School 9997	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Primary Disability Code	• Students at School 9997 must have a Primary Disability Code, but not equal to 15 (504)	Only Special Education Students are served in the local or regional jails.
The Serving School Code is not in the assigned division.	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Serving School/Division Number	• Make sure that data is a valid state-assigned School number within the Serving Division	
The Serving School has less	Fall: Fatal	Serving	• Fewer than 10 active students identified as	

than 10 active students identified as disadvantaged. There must be at least 10 students identified as disadvantaged to make application to be a Title I school.	Spring: Fatal EOY: Fatal	School/Division Number	economically disadvantaged	
Unless the Tuition Code is 3, the Primary Disability Code is required when the Serving Division is 600. The Primary Disability Code cannot be equal to 15.	Fall: Fatal Spring: Fatal EOY: Fatal	Serving School/Division Number	• If the Serving Division Code = 600, then the Primary Disability Code is required and cannot be 15 (504).	
Disability Code is inconsistent with Special Ed Weekly Time %	Fall: Fatal Spring: Warning EOY: Warning	Special Ed Weekly Time %	• If Grade Level Code is KA, KP, KG, T1, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required. • If Primary Disability Code is blank, Special Education Weekly • Time Percent must be blank.	The Special Ed Weekly Time % must be blank if the Primary Disability Code is blank or 15.
Invalid Special Ed Weekly Time %	Fall: Fatal Spring: Warning EOY: Warning	Special Ed Weekly Time %	• Enter only whole numbers 1-100. The percent sign is implied. • Primary Disability Code is required if the Serving Division Code is 600. • The percentage is the sum of the primary, secondary, and tertiary percentages if the student has more than one disability.	The Special Ed Weekly Time % must be whole number between 1-100.
Missing Special Ed Weekly Time %	Fall: Fatal Spring: Warning EOY: Warning	Special Ed Weekly Time %	• Special Ed Weekly Time is required if the Grade Code is KA, KP, KG, T1, 1,2, 3 and Disability is not blank and Disability is not 15.	The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3 and the Primary Disability Code is not blank or 15.
Not within age range for Special Education	Fall: Warning Spring: Warning EOY: Warning	Special Ed Weekly Time %	• Carefully check the Date of Birth for accuracy. • Carefully check the Special Ed Weekly Time % for accuracy. • Age must be between 0 and 22.	For Special Education, school-aged students are ages 0 through 21 as of October 1st.
Special Ed Weekly Time % is inconsistent with Grade Level	Fall: Fatal Spring: NA	Special Ed Weekly Time	• If the student's Disability Code is not blank or 15 (504), and the Grade Level Code is	The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3

Code and Primary Disability Status Code	EOY: NA	%	KA, KP, T1, 1, 2, or 3, then the Special Ed Weekly Time % field is required • Must be a whole number between 1 – 100	and the Primary Disability Code is not blank or 15.
The Special Ed Weekly Time % is required when the Grade Level Code is KA, KP, T1, 1, 2, or 3 and the Primary Disability Code is not blank or 15.	Fall: Fatal Spring: Warning EOY: Warning	Special Ed Weekly Time %	• Special Ed Weekly Time % is inconsistent with Grade Level Code and Primary Disability Status Code	
The Special Ed Weekly Time % must be blank if the Primary Disability Code is blank or 15.	Fall: Fatal Spring: Warning EOY: Warning	Special Ed Weekly Time %	• If Grade Level Code is KA, KP, KG, T1, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required. • If Primary Disability Code is blank, Special Education Weekly • Time Percent must be blank.	
The Special Ed Weekly Time % must be whole number between 1-100.	Fall: Fatal Spring: Warning EOY: Warning	Special Ed Weekly Time %	• Enter only whole numbers 1-100. The percent sign is implied. • Primary Disability Code is required if the Serving Division Code is 600. • The percentage is the sum of the primary, secondary, and tertiary percentages if the student has more than one disability.	
A State Testing Id is required for all students beginning on the 2004-2005 EOY Collection.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Insure that each student has a unique, State-Assigned Testing ID	
Duplicate State Testing ID	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Check for duplicated IDs and if found, correct the ID to be a unique ID.	The State Testing ID is already assigned to another active student in another Division.
File Submission contains multiple records for student	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Your file contains more than one active record for this student	
Invalid State Testing ID character patterns:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	State Testing ID	• Check to make sure there are no duplicate character patterns within the ID.	State Testing Id cannot have character patterns of 000, 111, 222, 333, 444, 555, 666, 777, 888, or 999

	EIMS: N/A			
Multiple records exist for student.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• There is more than one active record for this student in your file submission.	
State Testing Id cannot have character patterns of 000, 111, 222, 333, 444, 555, 666, 777, 888 999.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Check State Testing Identifier for the invalid character patterns.	
State Testing ID duplicated with another Local Student ID:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Find the duplicated ID and make sure it is changed to a unique ID.	The State Testing ID is already assigned to another student with a different Local Student ID in this file.
State Testing ID is required:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Insure that each student has a unique, State-Assigned Testing ID. • There should not be duplicate Active records within the file	
State Testing ID must be a unique 10 digit number:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Each student must have an individual State Testing ID that is unique. • Duplicate Active records cannot be accepted	The State Testing Id must be a unique 10-digit number.
The State Testing Id is already assigned to another active student in another Division.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Each student must have an individual State Testing ID that is unique.	
The State Testing ID is already assigned to another student with a different Local Student ID in this file.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Insure that each student has a unique, State-Assigned Testing ID. • There should not be duplicates within the record.	
The State Testing Id must be a unique 10-digit number	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	State Testing ID	• Each student must have an individual 10-digit State Testing ID number that is unique.	
This number has not been	Fall: Fatal	State Testing	• Check and make sure the number is a valid	This not a valid EIMS assigned number

assigned by EIMS.	Spring: Fatal EOY: Fatal SUM: Fatal EIMS: N/A	ID	State Testing Id provided by EIMS.	
Invalid Racial/Ethnic Code:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Student Racial/Ethnic Code	• Insure this is a valid code that identifies the racial category that most clearly reflects the student's recognition of his or her community or with which the student most identifies.	Must be a state-assigned Racial/Ethnic Code. **Racial/Ethnic Codes** 0=Unspecified 1=American Indian 2=Asian 3=Black 4=Hispanic 5-White 6=Native Hawaiian (optional)
Must be a state-assigned Racial/Ethnic Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal EIMS: Fatal	Student Racial/Ethnic Code	• Verify that the Racial/Ethnic code is a valid code.	
Student's First Name cannot be blank.	Fall: FATAL Spring: FATAL EOY: FATAL SUM: FATAL EIMS: Fatal	Student's First Name	• Required element for SRC file, do not leave blank.	
Student's Last Name cannot be blank.	Fall: FATAL Spring: FATAL EOY: FATAL SUM: FATAL EIMS: Fatal	Student's Last Name	• Required element for SRC file, do not leave blank.	

Aggregate Days Present is inconsistent with Grade Level Code, Active Status Code and Summer Dropout Flag	Fall: Warning Spring: Warning EOY: Fatal	Summer Dropout Flag	• Insure the Aggregate Days Present is the cumulative number of days the student had been present in the school from the beginning of the current school year to the time of the snapshot. • Include only the days present in the regular school term. • Insure the correct Active Status Code is reflected. • Insure the correct Grade Level is reflected.	When the Aggregate Days Present is blank or zero and the Grade Level Code is not PK, JK or PG, then the Active Status Code must be N or Active Status Code must be I and Summer Dropout Flag must be Y.
Exit/Withdrawal Code is inconsistent with Active Status Code and Summer Dropout Flag	Fall: Fatal Spring: Fatal EOY: Fatal	Summer Dropout Flag	• If the Active Status Code is I, then an Exit/Withdrawal Code is required. • If the Active Status Code is N, then an Exit/Withdrawal Code is required. • If the Summer Dropout Flag is Y, then an Exit/Withdrawal Code is optional.	The Exit/Withdrawal Code is required when the Active Status Code is I and Summer Dropout Flag is N. The Exit/Withdrawal Code must be blank if the Active Status Code is A.
W8 Reason Code is inconsistent with Exit/Withdrawal Code and Summer Dropout Flag	Fall: Warning Spring: Warning EOY: Fatal	Summer Dropout Flag	• Exit/Withdraw Code must be W8/W880 or Summer Dropout Flag must be Y if W8 Reason Code is not blank.	A valid W8 Reason codes implies the student should either be coded as a Summer Dropout Flag = Y or with a W8/W880 Exit Code.
Invalid Summer Dropout Flag:	Fall: Warning Spring: Warning EOY: Fatal	Summer Dropout Flag	• Value must be Y or N blanks are not accepted.	The Summer Dropout Flag must be Y or N. If Summer Dropout Flag 'Y' then Entry date must be prior to Oct. 1 beginning school year or blank
Summer Dropout Flag is inconsistent with Entry Date	Fall: Warning Spring: Warning EOY: Fatal	Summer Dropout Flag	• Insure that Entry Date is reflected as being after October 1 if student is listed as being a Summer Dropout. • Check to see that the Summer Dropout Flag is correct; blanks are not accepted.	When the Summer Dropout Flag is Y, the Entry Date must be after October 1st.
Summer Dropout Flag is required	Fall: Warning Spring: Warning EOY: Fatal	Summer Dropout Flag	• Value must be Y or N blanks are not accepted.	The Summer Dropout Flag must be Y or N.
The Summer Dropout Flag	Fall: Warning	Summer	• Value must be Y or N blanks are not	

must be Y or N.	Spring: Warning EOY: Fatal	Dropout Flag	accepted.	
The W8 Reason Code is required when the Summer Dropout Flag is Y	Fall: Warning Spring: Warning EOY: Fatal	Summer Dropout Flag	• The W8 Reason Code is required when the Summer Dropout Flag is Y	
W8 Reason Code is inconsistent with Summer Dropout Flag	Fall: Warning Spring: Warning EOY: Fatal	Summer Dropout Flag	• Make sure Summer Dropout Flag is Y.	The W8 Reason Code is required when the Summer Dropout Flag is Y
When the Aggregate Days Present is blank or zero and the Grade Level Code is not PK, JK, PG, then the Active Status Code must be N or Active Status Code must be I and Summer Dropout Flag must be Y.	Fall: Warning Spring: Fatal EOY: Fatal	Summer Dropout Flag	• If Aggregate Days Present is blank: verify Student's Active Status Code is either 'I' or 'N' and Summer Dropout Flag is set to Y. • The Student's Grade Level Code cannot be PK, JK, and PG.	
When the Summer Dropout Flag is Y, the Entry Date must be after October 1st.	Fall: Warning Spring: Warning EOY: Fatal	Summer Dropout Flag	• Insure that Entry Date is reflected as being after October 1 if student is listed as being a Summer Dropout.	
If Supplemental Education Services Status Code is not blank, then the School must be NCLB Sanctions.	Fall: Fatal Spring: Fatal EOY: Fatal	Supplemental Education Services Status Code	• Reporting School must be in NCLB Sanctions	
Invalid Supplemental Education Services Code	Fall: Fatal Spring: Fatal EOY: Fatal	Supplemental Education Services Provider Number	• Blank or; • 1=student is eligible for Supplemental Education Services under 1116 of Title I BUT did not apply to receive services; • 2=student is eligible AND applied to receive Supplemental Education Services under 1116 of Title I • 3= student is eligible AND applied to receive Supplemental Education Services under 1116 of Title I BUT did not receive services	Reporting School must be in NCLB Sanctions. Supplemental Education Services Status Code must be blank if School Choice Status Code = 3.
Must be blank or a state-assigned Supplemental Education Services Status Code.	Fall: Fatal Spring: Fatal EOY: Fatal	Supplemental Education Services Status Code	• Blank or; • 1=student is eligible for Supplemental Education Services under 1116 of Title I BUT did not apply to receive services;	

			• 2=student is eligible AND applied to receive Supplemental Education Services under 1116 of Title I • 3= student is eligible AND applied to receive Supplemental Education Services under 1116 of Title I BUT did not receive services	
Serving School must be Title I School Wide or Targeted Assisted.	Fall: Fatal Spring: Fatal EOY: Fatal	Supplemental Educational Services Status Code	• Supplemental Educational Services Status Code inconsistent with Serving School Title I Status	
Supplemental Education Services Status Code inconsistent with Title I Status Code	Fall: Fatal Spring: Fatal EOY: Fatal	Supplemental Education Services Status Code	• Check that the Reporting school must be Title I School wide or Targeted Assisted	The school must be Title I School wide or Targeted Assisted
Supplemental Education Services Status Code must be blank if School Choice Status Code is not blank.	Fall: Fatal Spring: Fatal EOY: Fatal	Supplemental Education Services Status Code	• Supplemental Education Services Status Code must be blank if School Choice Status Code is not blank.	Supplemental Education Services Status Code must be blank if School Choice Status Code is not blank.
The school must be Title I School wide or Targeted Assisted	Fall: Fatal Spring: Fatal EOY: Fatal	Supplemental Education Services Status Code	• The school must be Title I School wide or Targeted Assisted	
Fewer than 10 active students identified as economically disadvantaged	Fall: Fatal Spring: Fatal EOY: Fatal	Title I Code	• The Disadvantaged Status Flag identifies a student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Lunch, 2) receives TANF, or 3) is eligible for Medicaid. • Make Sure Serving School is correctly coded for Title I.	The Serving School has less than 10 active students identified as disadvantaged. There must be at least 10 students identified as disadvantaged to make application to be a Title I school.
Invalid Title I Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Title I Code	• Value must be Blank or a valid Title I Code. • 01=Reading • 02=Math; • 03=Reading and Math • 04= Math and Health, • 05= Reading and Health,	Must be blank or a state-assigned Title I Code. Serving School must have more than 10 Active Students identified as Disadvantaged

			06=Math, Reading and Health 07=Math and Support Services 08=Reading and Support Services 09=Math, Reading and Support Services 10=Reading, Math, Support Services and Health - Refer to the link below to view more Title I guidelines at: http://www.pen.k12.va.us/VDOE/Publications/NCLB/new_data_definitions.html	
Must be blank or a state-assigned Title I Code	Fall: Fatal Spring: Fatal EOY: Fatal EIMS: Fatal	Title I Code	- Value must be Blank or a valid Title I Code. 01=Reading 02=Math; 03=Reading and Math 04= Math and Health, 05= Reading and Health, 06=Math, Reading and Health 07=Math and Support Services 08=Reading and Support Services 09=Math, Reading and Support Services 10=Reading, Math, Support Services and Health	Must be blank or a state-assigned Title I Code. Serving School must have more than 10 Active Students identified as Disadvantaged Refer to the link below for more Title I guidelines at: http://www.pen.k12.va.us/VDOE/Publications/NCLB/new_data_definitions.html
Supplemental Education Services Status Code inconsistent with Title I Status Code	Fall: Fatal Spring: Fatal EOY: Fatal	Title I Code	Check that the Reporting school must be Title I School wide or Targeted Assisted	The school must be Title I School wide or Targeted Assisted
Title I Code is inconsistent with Serving School/Center Number	Fall: Fatal Spring: Fatal EOY: Fatal	Title I Code	The Serving School/Center must be identified as a Title I Target Assistance School.	When the Title I Code is not blank, the Serving School/Center must be a Title I - Target Assistance school for the current school year.
When the Title I Code is not blank, the Serving School/Center must be a Title I - Target Assistance school for the current school year.	Fall: Fatal Spring: Fatal EOY: Fatal	Title I Code	If the student's record has a valid Title I code then the Serving School/Center must be identified as a Title I Target Assistance School.	
The Truancy Conference Flag must be Y or N.	Fall: Warning Spring: Warning EOY: Fatal	Truancy Conference Flag	Value must be Y or N, cannot be left blank on EOY	

Truancy Conference Flag is required.	Fall: Warning Spring: Warning EOY: Fatal	Truancy Conference Flag	• Value must be Y or N; blanks are not accepted. • Make sure Truancy Conference was held with student, parent/guardian and school official.	The flag identifies that a truancy conference was held with the student's parents after the student has accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence
Truancy Conference Flag value is incorrect	Fall: Warning Spring: Warning EOY: Fatal	Truancy Conference Flag	• Value must be Y or N blanks are not accepted on EOY File	
The Tuition Paid Code is required when the Responsible Division and the Serving Division are NOT the same.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check to see if Responsible and Serving Divisions are different or same. • If they are different, there must be a Tuition Paid Code. • If they are the same, the Tuition Paid Code is blank.	
Unless the Tuition Code is 3, the Primary Disability Code is required when the Serving Division is 600. The Primary Disability Code cannot be equal to 15.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• If the Serving Division Code = 600, the Primary Disability Code is required and cannot be 15 (504).	
If the Tuition Paid Code equals 10, 11, or 12 then the Responsible Division Number must be 888:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check that the Tuition Paid Codes are: 10=Tuition Received from a Contiguous State offering same privileges to VA students, 11= Tuition Received from a Contiguous State NOT offering same privileges to VA students, 12=Tuition Received from a Non-Contiguous State. • Make sure the Responsible Division is 888.	The Responsible Division Number must be 888 when Tuition Paid Code is 10, 11 or 12.
If the Tuition Paid Code equals 10, 11, or 12 then the Responsible Division Number must be 888	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check that the Tuition Paid Codes are: 10=Tuition Received from a Contiguous State offering same privileges to VA students, 11= Tuition Received from a Contiguous State NOT offering same privileges to VA students, 12=Tuition Received from a Non-Contiguous State. • Make sure the Responsible Division is 888.	The Responsible Division Number must be 888 when Tuition Paid Code is 10, 11 or 12.
If the Tuition Paid Code equals 15 then the Serving Division must be 888	Fall: Fatal Spring: Fatal EOY: Fatal	Tuition Paid Code	• Check that the Tuition Paid is15=Paid to a School Division Outside of the Commonwealth of Virginia. • Make sure the Serving Division is 888.	The Serving Division Code must be 888 when Tuition Paid Code is 15.
If the Tuition Paid Code equals	Fall: Fatal	Tuition Paid	• Check that the Tuition Paid Code of 3=Paid	When the Tuition Paid Code is 3, the Division

3, then the Serving Division's Ed Agency Type ID must be 7	Spring: Fatal EOY: Fatal	Code		Tuition to Private Institution, is equal to the Serving Division's Ed Agency Type ID of 7.	Type of the Serving School must be "Other".
If the Tuition Paid Code equals 5, then the Responsible Division's must be less than 220	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check that: Tuition Paid Code of 5=Received Tuition from Another LEA. • Check that: The Responsible Division Number is less than 220.		The Responsible Division Number must be less than 220 when the Tuition Paid Code is 5.
Invalid Tuition Paid Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Must be a valid code from the Tuition Paid Codes if not blank: • 01=Paid tuition to LEA (Inactive); • 02=Paid tuition to State Supported institution; • 03=Paid tuition to private institution; • 04=Paid tuition to regional center; • 05=Received tuition from another LEA; • 06=Received tuition from other source (Inactive); • 07=Served through CSA • 09=Inter-State Compact Placement • 10=Received tuition from Contiguous State Offering Same Privileges to VA Students pe 22.1-5 • 11= Received tuition from Contiguous State NOT Offering Same Privileges to VA Students per 22.1-5 • 12=Tuition Received from a Non-Contiguous State or US Territory • 15=Paid to a School Division Outside of the Commonwealth of Virginia • 16=Tuition waived; student served through School Choice		Tuition Paid Code is required when the Responsible Division and Serving Division are no the same. If the Reporting Division is the Responsible Division and the Tuition Paid Code = 5, then the record should not be on this report. Tuition Paid Code must be null when Serving and Responsible Divisions are equal. If the Tuition Paid Code =2, then the Serving Division's Ed Agency Type Id must be 5. If the Tuition Paid Code =4, then the Serving Division's Ed Agency Type Id must be 4. If the Tuition Paid Code = 3, then the Serving Division's Ed Agency Type Id must be 7. If the Tuition Paid Code = 5 or 16, then the Responsible Division must be less than 220. If the Tuition Paid Code = 10, 11, or 12 then the Responsible Division must be 888. If the Tuition Paid Code = 15, then the Serving Division must be 888). If the Tuition Paid Code = 7, then the Serving Division cannot be 999 or 888.
Must be blank or a state-assigned Tuition Paid Code.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Must be a valid code from the Tuition Paid Codes if not blank		
Serving Division Code is inconsistent with Primary Disability Code and Tuition Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Insure there is a valid Division Code listed. • If the Serving Code is 600 then the Primary Disability Code cannot be blank. • Serving Division Code must be numeric.		Unless the Tuition Code is 3, the Primary Disability Code is required when the Serving Division is 600. The Primary Disability Code cannot be equal to 15.

Serving Division Code is inconsistent with Primary Disability Code and Tuition Paid Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Insure there is a valid Division Code listed. • If the Serving Code is 600 then the Primary Disability Code cannot be blank. • Serving Division Code must be numeric.	Unless the Tuition Paid Code is 3, the Primary Disability Code is required when the Serving Division is 600. The Primary Disability Code cannot be equal to 15.
Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report.	Fall: Fatal Spring: Fatal EOY: Fatal	Tuition Paid Code	• If the Reporting Division equals the Responsible Division and the Tuition Paid Code = 5, the record should not be on this report.	
The Serving Division is inconsistent with the Tuition Paid Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check Tuition Paid Code is accurate for this student.	If the Tuition Paid Code = 7, then the Serving Division cannot be 999 or 888
The Tuition Paid Code must be blank when the Serving Division and the Responsible Division are the same.	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Make sure Tuition Paid Code is blank. • Check that the Serving and Responsible Divisions are the same.	
Tuition Paid Code (3) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check that the Tuition Paid Code of 3=Paid Tuition to Private Institution, is equal to the Serving Division's Ed Agency Type ID of 7.	When the Tuition Paid Code is 3, the Division Type of the Serving School must be "Other".
Tuition Paid Code (4) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check that the Tuition Paid Code of 4=Paid Tuition to Regional Center, is equal to the Serving Division's Ed Agency Type ID of 4.	: When the Tuition Paid Code is 4, the Division Type of the Serving School must be "Regional Education Services".
Tuition Paid Code (5) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check that: Tuition Paid Code of 5=Received Tuition from Another LEA. • Check that: The Serving Division Number is less than 220.	The Serving Division Number must be less than 220 when the Tuition Paid Code is 5.
Tuition Paid Code (15) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check that the Tuition Paid is 15=Paid to a School Division Outside of the Commonwealth of Virginia. • Make sure the Serving Division is 888.	The Serving Division Code must be 888 when Tuition Paid Code is 15.
Tuition Paid Code (2) inconsistent with Serving Division Code	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check to see that the Paid Tuition is 2=Paid Tuition to State Supported Institution. • Check to see that the Serving Division's Ed Agency Type ID is 5.	When the Tuition Paid Code is 2, the Division Type of the Serving School must be "State Agency"

Tuition Paid Code is inconsistent with Reporting Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check to see that the Responsible and Reporting are the same. • Check to see if Tuition Paid Code is 5=Received Tuition from Another LEA.	Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report.
Tuition Paid Code is inconsistent with Reporting Division	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check to see that the Responsible and Reporting are the same. • Check to see if Tuition Paid Code = 5 or 16, then the Responsible Division must be less than 220. • The Responsible Division Number must be 888 when Tuition Paid Code is 10, 11 or 12.	Students for whom tuition is paid to another LEA are not included on this report. They are included in the Serving Division's report. If the Tuition Paid Code = 5 or 16, then the Responsible Division must be less than 220.
Tuition Paid Code is inconsistent with Serving and Responsible Divisions	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Make sure Tuition Paid Code is blank. • Check that the Serving and Responsible Divisions are the same.	The Tuition Paid Code must be blank when the Serving Division and the Responsible Division are the same.
Tuition Paid Code is inconsistent with Serving and Responsible Divisions	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Make sure Tuition Paid Code is blank. • Check that the Serving and Responsible Divisions are the same.	The Tuition Paid Code must be blank when the Serving Division and the Responsible Division are the same.
Tuition Paid Code is required:	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check to see if Responsible and Serving Divisions are different or same. • If they are different, there must be a Tuition Paid Code. • If they are the same, the Tuition Paid Code is blank.	The Tuition Paid Code is required when the Responsible Division and the Serving Division are NOT the same.
Tuition Paid Code must be equal to the Serving Division's Ed Agency Type ID	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check that the Tuition Paid Code of 4=Paid Tuition to Regional Center, is equal to the Serving Division's Ed Agency Type ID of 4.	When the Tuition Paid Code is 4, the Division Type of the Serving School must be "Regional Education Services".
Tuition Paid Code of 2 is inconsistent with the Serving Division's Ed Agency Type ID of 5	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check to see that the Paid Tuition is 2=Paid Tuition to State Supported Institution. • Check to see that the Serving Division's Ed Agency Type ID is 5.	When the Tuition Paid Code is 2, the Division Type of the Serving School must be "State Agency
When the Tuition Paid Code is 2, the Division Type of the Serving School must be "State Agency"	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check to see that the Paid Tuition is 2=Paid Tuition to State Supported Institution. • Check to see that the Serving Division's Ed Agency Type ID is 5.	
When the Tuition Paid Code is	Fall: Fatal	Tuition Paid	• Check that the Tuition Paid Code of 3=Paid	

3, the Division Type of the Serving School must be "Other".	Spring: Fatal EOY: Fatal SUM: Fatal	Code	Tuition to Private Institution, is equal to the Serving Division's Ed Agency Type ID of 7.	
When the Tuition Paid Code is 4, the Division Type of the Serving School must be "Regional Education Services".	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• : When the Tuition Paid Code is 4, the Division Type of the Serving School must be "Regional Education Services".	
When Tuition Paid Code is 7, the Serving Division Code cannot be 999 or 888	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• Check to see that the Tuition Paid Code is 7 = Served Through CSA • Make sure Serving Division is not 888 or 999.	
When Tuition Paid Code is 7, the Serving Division Number cannot be 999 or 888	Fall: Fatal Spring: Fatal EOY: Fatal SUM: Fatal	Tuition Paid Code	• If the Tuition Paid Code = 07 = Served Through CSA, then the Serving Division Number cannot be 888 = Public School Outside of VA or 999 = Other Agency.	The Serving Division is inconsistent with the Tuition Paid Code.
A Local Student ID must contain number 0-9 and letters A-Z. Other alpha characters not permitted.	Fall: NA Spring: NA EOY: NA SUM: NA EIMS: Fatal	Unique Local Student Identifier	• Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.	
Each Student requires a unique identification.	Fall: NA Spring: NA EOY: NA SUM: NA EIMS: Fatal	Unique Local Student Identifier	• Must be a unique identification per each student	
State Testing ID duplicated with another Local Student ID:	Fall: NA Spring: NA EOY: NA SUM: NA EIMS: Fatal	Unique Local Student Identifier	• Find the duplicated ID and make sure it is changed to a unique ID.	The State Testing ID is already assigned to another student with a different Local Student ID in this file.
Student ID must be Alpha/Numeric	Fall: NA Spring: NA EOY: NA SUM: NA EIMS: Fatal	Unique Local Student Identifier	• Make sure there is one record per student. • Student ID must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc. • Duplicate records within the same serving school will be rejected.	It may be helpful to assign a single Unique Local Student Identifier to a student and maintain that number for the student's entire education within the division. The Local Student ID must contain numbers 0-9 and letters A-Z. Other alpha characters not permitted.
Student ID must be unique	Fall: NA Spring: NA	Unique Local Student	• Must be a unique identification per each student.	It may be helpful to assign a single Unique Local Student Identifier to a student and maintain that

	EOY: NA SUM: NA EIMS: Fatal	Identifier	• Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc. • Duplicate records within the same serving school will be rejected.	number for the student's entire education within the division. Each student requires a unique identification.
English Enrollment must be entered on Fall Misc Statistics form	Fall: Fatal	Miscellaneous Statistics	• The pupil/teacher ratio for grades six through twelve English classes only applies to students and teachers in departmentalized school organizations typically found in middle and secondary schools. It does not apply to self-contained situations typically found in elementary schools. English classes taught exclusively to special education students should not be included. Membership data reported should be the sum of the membership in English classes, grades six through twelve inclusive.	Courses included in calculating the pupil-teacher ratio, English classes, grades six through twelve can be found at: ***http://www.doe.virginia.gov/VDOE/Publications/NCLB/new_data_definitions.html#english***
Miscellaneous Web Data Collection Form Not Completed	Fall: Fatal Spring: Fatal EOY: Fatal	Miscellaneous Statistics	• Miscellaneous Statistics Web Form needs to be completed for the appropriate collection period.	
Zero entry not allowed for English Enrollment on Fall Misc Statistics Form	Fall: Fatal	Miscellaneous Statistics	• This entry can not be blank or zero.	Please review the additional information at: ***http://www.doe.virginia.gov/VDOE/Publications/NCLB/new_data_definitions.html#english***